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ABSTRACT

The Employability Skills Center (ESC) of the Division of Adult and Continuing Education (DACE) of the Sweetwater Union High School District (California) was created out of a need to help adult students develop the basic skills that are required for success in their chosen vocational programs but not taught in regular adult basic education classes. This document includes a brief introduction to the ESC and its procedures and the following materials developed for the ESC program to provide basic skills training to persons in the DACE's certified nurse assistant program: a study plan sheet; a vocabulary packet and key; three sample lesson plans and a list of suggested chapters from the Reading Attainment System series; computer- and instructor-generated study guides and keys from the Reading in the Workplace--Health Care series; certified nurse assistant text tests, a Cloze test, and vocabulary and idiom tests and keys. The certified nurse assistant materials, which are based on a competency-based instruction format, include a substantial number of instructional materials and exercises for vocational English as a Second Language. A 24-item of materials and computer software used in the nurse assistant program is included. (MN)

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ED 403 384

EMPLOYABILITY

SKILLS

CENTER

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Sweetwater Union High School District
Division of Adult & Continuing Education
National Workplace Literacy grant #V198A20121
1994

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Introduction to the Employability Skills Center

The ESC or Employability Skills Center was created out of a need to prepare adult students to be successful in vocational programs. Many vocational teachers had the same concerns: their students didn't have the appropriate basic skills (oral and written language and/or math) to be successful in the vocational class. In addition, the vocational instructor didn't feel capable of teaching those skills. They had referred students to regular ABE classes, but the students frequently became discouraged because they didn't see the connection between what they studied in ABE and what they needed to know to be successful in their chosen vocational class. They were anxious to speed up the process and get into their vocational class.

It appeared that the main principle which drives workplace learning classes--that the instruction should focus on skills needed to do the job, and that those skills should be taught using the actual job materials or close simulations--would work for these potential vocational students. That is, teach them the specific basic skills needed to be successful in their vocational class, and teach it using real job materials or at least the instructional materials used in the vocational class. For example, students who plan to study auto mechanics need to read charts and tables. It makes more sense to have them practice this skill using actual auto parts manuals than to focus on population trends of various states or some other unrelated topic.

Studies done by Thomas Sticht for the Department of Defense indicate that basic skills instruction offered using this "functional context" produces larger grade level gains in shorter time as well as greater retention over time. This seems to be true due to the student's prior knowledge of and their high interest in the material. In effect, the student is learning not only the process (i.e. the skills) but the content relevant to their interest.

One of the most academically demanding vocational classes offered by the Sweetwater Division of Adult & Continuing Education is the Certified Nurse Assistant class. Many of the students who wanted to attend this class did not read at the minimum 8th grade level required by the nursing instructors, nor did they have adequate oral skills for working with patients.

It was decided that the ESC, funded by a National Workplace Literacy grant, would focus on preparing students to be successful in the CNA class. The teacher who was selected has a strong background in ESL and ABE, but more importantly, she was willing to try new techniques and instructional strategies. A comprehensive basic skills computer program, PLATO by TRO, was selected because it covered language, reading and math skills from the most basic through GED level and was available in a networked version for IBM compatible computers. Since this delivery system covered the literacy skills which would help the students increase their general reading level to the required 8th grade level, the teacher was free to concentrate on creating and delivering job related lessons which provided students with appropriate vocabulary related to the nursing field. This increased their background knowledge of the field, allowed them to improve their oral skills through discussion and role play related to the duties of a CNA, and generally increased their self confidence so that they could be successful in the CNA class and later in their work environment.

BASIC SKILLS FOR THE HEALTH OCCUPATIONS

TABLE OF CONTENTS

Introduction to Employability Skills Center

PDGO's

Employability Skills Center Procedures

Pre - Certified Nursing Assistant Materials:

- Study Plan Sheet
- CNA Vocabulary Packet & Key
- Sample Lesson Plans (3) & Suggested Lesson Planning from Reading Attainment System Text
- Suggested Supplementary Materials: Reading in the Workplace Health Care
    - Computer Generated Study Guides & Key
    - Instructional Generated Study Guides & Key
- CNA Text Tests, Cloze Test, Vocabulary and Idiom Tests & Keys

List of Texts, Materials, and Computer Software

SWEETWATER UNION HIGH SCHOOL DISTRICT
DIVISION OF ADULT & CONTINUING EDUCATION
Adult Basic Education

VI Level	Basic Skills for Health Occupations 1993	6047 Code

DURATION: Approximately 120 hours or until satisfactory completion of all assigned materials.

GRADE LEVEL: Ungraded adult

PREREQUISITES: None

CREDIT: 2 units of elective credit

PROGRAM DESCRIPTION:

This class is designed to give students the academic basis to be successful in a certified nurse assistant or other health occupational programs. It incorporates computer assisted basic skills instruction, medical vocabulary and other job specific approaches to academic improvement.

GOALS:

Through the principles and practice presented in this course, students will

1. Acquire the literacy skills needed to be accepted into a health occupational program.
2. Attain the study skills which will enable them to complete training for health occupations.
3. Acquire the specific mathematics skills needed to be successful in a health occupational program.
4. Attain an acceptable oral communication level to enable them to interact with others in the medical environment.
5. Be able to utilize medical terminology in both the vocational classroom and hospital setting.
6. Be prepared to apply for, interview for, and get a job in the health field.

AH/MSWorks 2.00e April 15, 1993

OBJECTIVES:

Students who successfully complete this course will be able to:

1.0 In respect to being accepted into a health occupational program:

- 1.1 Score an acceptable Grade Level Equivalent (GRE) on the Gates Reading Test to enter the specific health occupational program.
- 1.2 Complete the oral evaluation by communicating at an intermediate ESL level or above
- 1.3 Write short essay answers to questions which state the main idea and important details in a clear, concise fashion.
- 1.4 Demonstrate the ability to document important information in written form

2.0 In respect to attaining needed study skills for a health program:

- 2.1 Demonstrate appropriate test taking strategies
- 2.2 Identify main ideas and topic sentences of paragraphs in the medical textbooks
- 2.3 Read at an acceptable speed without sacrificing comprehension
- 2.4 Comprehend and interpret what is read
- 2.5 Increase general as well as job related reading vocabulary
- 2.6 Demonstrate the ability to put items in proper sequence
- 2.7 Demonstrate the ability to comprehend medical charts and graphs

3.0 In respect to acquiring specific math skills:

- 3.1 Perform accurately the four basic math functions with whole numbers and decimals
- 3.2 Perform accurately the four basic math functions with fractions
- 3.3 Convert percents to decimals to fractions to ratios
- 3.4 Perform temperature conversions from Centigrade to Fahrenheit and the reverse

3.5 Compute percentage solutions

3.6 Demonstrate an understanding of the metric system as it relates to the health fields.

4.0 In respect to attaining an acceptable oral communication level:

- 4.1 Demonstrate a knowledge of common phrases and directions used in the medical environment
- 4.2 Pronounce words distinctly and clearly
- 4.3 Demonstrate the ability to give and respond to oral directions
- 4.4 Demonstrate an understanding of common American idioms that are frequently used in a hospital setting.

5.0 In respect to utilizing medical terminology:

- 5.1 Respond to directions containing specific medical terms
- 5.2 Recognize and use medical abbreviations
- 5.3 Define and spell correctly specific medical terms
- 5.4 Define common prefixes, suffixes, and word roots occurring in medical terminology

6.0 In respect to successfully entering and performing in the medical workplace:

- 6.1 Complete an error-free job application
- 6.2 Create an effective resume of past education and job experience
- 6.3 Role play proper interviewing techniques and employability attitudes
- 6.4 Discuss appropriate on the job behaviors for specific health occupations
- 6.5 Discuss self-defeating vs winning behavior

INSTRUCTIONAL STRATEGIES AND TIMES:

Teacher and class discussions	25%
Video presentations	10%
Computer assisted learning	45%
Role playing	10%
Evaluation	10%

EVALUATION:

Evaluation of individual achievement is based upon:

1. Satisfactory completion of written assignments as evaluated by the instructor.
2. Satisfactory completion of teacher-made and/or standardized tests as evaluated by the instructor.
3. Satisfactory progress and participation in classroom activities as evaluated by the instructor.
4. Satisfactory assessment of progress in computer assisted basic skill instruction as evaluated by the individual computer progress reports.

CONDITIONS FOR REPETITION:

Students who have failed to meet the objectives because of insufficient attendance or inability to master content may repeat the course.

Approved:
BOARD OF TRUSTEES
April 29, 1993

EMPLOYABILITY SKILLS CENTER PROCEDURES

I. Entrance: (Pre-testing, evaluation, etc.)

Basic Skills for Health Occupations

Students enter the class through a variety of situations:

A) They tested for a CNA class and were not accepted into the class. They were then counselled to attend ESC. In this case the students required no testing upon entering the class because their reading comprehension/vocabulary scores were obtained from the CNA instructor.

B) They wanted to enter a CNA class but the timing was wrong (the 12-week class had just begun and none were scheduled for approximately four more months.) In this case we would test the student and recommend our class based on test scores, an oral interview, etc.

C) Students heard of us by "word of mouth" or through the Adult Education catalog and decided a course such as this would focus on skills needed in the health field when they finally choose to enter it. These students would be tested also and their needs evaluated.

D) Students came to register for the CNA test. Through an oral interview it was determined that their basic skills would probably not be adequate for a vocational class. These students would be tested and placed in ESC.

II. Initial Assignments:

A) A folder is compiled for each student. The folder includes a record of all students' progress. Vocabulary/Reading Comprehension scores are recorded and scores (complete/incomplete) are kept of the various required texts, computer units, etc.

B) The basic requirements of the course are explained to the students and they are entered and introduced to the basic skills computer program.

III. Basic Program

Each students needs are being continually assessed but all students enter a basic study program. This program includes:

A) **Basic Medical Terminology**

1. The students are given an alphabetical list of health-related terms.

2. They are given a medical glossary to use to define these terms.

3. The students look up the terms and record them in a spiral notebook.

4. The students ask to be tested on the terms as they feel they have mastered them. The completion of all terms is recorded in the students' records.

B) Utilization of the Terminology

1. The students complete a four-part terminology packet which requires use of the terms (Part A) in context through exercises, games, etc.

2. The instructor checks the packet and reviews it with the students.

C) Idioms which use the basic terminology mentioned in parts A and B are posted on the walls of the classroom and students are responsible for these idioms. They are discussed orally, recorded in the terminology notebook, and reinforced through class discussions and quizzes.

D) Nursing Assistant Texts

1. Basic literacy skills needed for acceptance into a CNA class are acquired through use of a pre-CNA textbook. Each of the two texts consists of twenty chapters which the students read, discuss and complete at their own pace.

2. Discussions are held in which the students practice oral communication in a health-related environment and the method of role-playing is often used. (See sample Lesson Plan #1) Students also interact orally with the instructor or an individual basis when discussing their exercises (these are reviewed and corrected individually by the instructor).

3. Teacher generated tests are given on the text chapters. Students complete five chapters and are then tested on those five chapters. Oral communication is again practiced as the teacher and student review the tests together. Completion of the four tests is recorded in the students' record sheets.

E) Study Skills

1. Study skills for a health program are acquired through use of reading attainment textbooks, class discussion and independent study. Two texts are used which enable students to develop these skills (see 2.1 - 2.6 PDGO objectives).

2. Class discussions are held in which students learn to utilize the Reading Attainment System series properly. Initial lessons are completed as a group, activities reviewed, tests completed, etc. (see Suggested Lesson Planning)

3. Students are then encouraged to work in these books at their own pace and their individual scores are recorded in their folders. (see sample Lesson Plan #2)

4. Teacher directed oral and written lessons on comprehension focus on factual, inference, and vocabulary in context. (Test taking strategies are stressed here.)

F) Computer Assisted Reading Instruction

Utilizing an integrated computer learning system (PLATO) available in the classroom on networked (LAN) IBM compatible workstations, students improve all reading skills, including word recognition (sight and phonetic), grammar and writing, comprehension skills (including critical thinking) and mathematics. Additional comprehension software which is specific to the health fields is also utilized. (see Suggested Supplementary Materials)

CERTIFIED NURSING ASSISTANT PROGRAM

Student ______________________________ Start Date ________

GM Test Level 7/9: Date: __________ Score: ________

Date: __________ Score: ________

Date: __________ Score: ________

Date: __________ Score: ________

Date: __________ Score: ________

Date: __________ Score: ________

Getting Ready to be a Nursing Assistant		Working as a Nursing Assistant	
Chaps. 1-5	6-10	Chaps. 1-5	6-10
11-15	16-20	11-15	16-20

Computer Health Program Packet			Vocabulary Tests	
Unit 1	Unit 2	Unit 3	1	2
			3	P.P. 45

CNA Vocabulary Packet	
Date Started	Date Completed

Basic Computer Programs			
BLRA	BLLA	ALRA	OTHER

CNA

VOCABULARY

PACKET

Name ______________________________

Date
Started ______________

Date
Completed ______________

CNA VOCABULARY LIST

*** = use regular dictionary n. = noun v. = verb**

A

abnormal*
acute
admission
allergies
ambulatory
anatomy
antiseptic
aquamatic K-PAD
arrest (v.)
arthritis
asepsis
aspriate
assessment
assist*
asthma

B

bacteria
bandage* (v.)
bedpan*
binder*
bladder*
bleeding*
blood pressure
body mechanics
bowel

C

calculus
cardiac arrest
cardiopulmonary resuscitation
cast (n.)
catheter
chart (n.)
chronic
colostomy
communicable
conscious*
constipation
constriction
culturing

D

dangling
decubitus ulcer
diabetes*
diagnosis
diarrhea
dilate
direct cause
discharge
disease
disinfectant
dizziness*
drainage
drape* (v.)
dressing* (n.)

E

edema
elimination
embolus
emesis
enema
environment*
epilepsy
exhaustion*
extended care facility

F

feces
flexible
Foley catheter
fracture

G

geriatrics

H

hemorrhage
hernia
hygiene*

I

impaction
incontinence
infection
inflammation
injury*
intravenous infusion
isolation

K

Kardex

L

laboratory*
life support system
linen*
long-term care facility

M

medication*

N

nausea*
negligence
nutrition

O

observation
obstetrical
operation
orally
output
oxygen

P

paralysis
paraplegia
patient
pediatrics
physiology
post-mortem
precaution*
prenatal
procedure*
prone
prosthesis
pulse

R

range of motion
rash*
record* (v.)
rectum
respiration
respond*

S

seizure
semi-fowler's position
senile dementia
shock
sign
sitz bath
sling* (n.)
soak* (v.)
soape
specimen
splint*
sputum
sterile
stool
stretcher
strip* (v.)
surgery
symptom

T

TED hose
therapy
traction*
transfer
treatment*
tumor

U
unconscious
urinal
urine

V

vital signs
vomitus

W

walker
wheelchair
wound

GLOSSARY

Abbreviation (ah-BREE-vee-ay-shun)—shortened form of a word or phrase

Abdomen (AB-doh-men)—area of trunk between thorax and pelvis

Abduction (ab-DUCK-shun)—movement away from midline or center

Abuse (ah-BYOUSE)—improper treatment or misuse

Accelerated (ack-SELL-er-ay-ted)—increased motion, as in pulse or respiration

Accommodation (ah-KOM-moh-day-shun)—adjustment

Acidosis (ah-sih-DOH-sis)—pathological condition resulting from accumulation of acid or depletion of alkaline reserves in the blood and body tissues

Acquired immune deficiency syndrome (AIDS) (ah-KWIRED ih-MYOUN dih-FISH-en-see SIN-drohm) (ayds)—an infectious disease caused by human immunodeficiency virus (HIV)

Active listening (ACK-tiv LISS-en-ing)—listening with personal involvement

Activities of daily living (ADL) (ack-TIV-ih-tees of DAY-lee LIV-ing) (ay-dee-ell)—the activities necessary for the resident to fulfill basic human needs

Acute (ah-KYOUT)—having severe symptoms

Adaptations (ad-dap-TAY-shuns)—adjustments

Adaptive equipment (ah-DAP-tiv ee-KWIP-ment)—items altered to make them easier to use by those with functional deficits

Addison's disease (AD-ih-sons dih-ZEEZ)—disease caused by the underfunctioning of the adrenal glands

Adduction (ad-DUCK-shun)—movement toward midline or center

ADL (ay-dee-ell)—activities of daily living

Admission (ad-MIH-shun)—procedure carried out when patient first arrives at the facility

Adoptive parent (ah-DOP-tiv PAIR-ent)—a person who is a parent through a legal adoption procedure

Advance directive (ad-VANS dih-RECK-tiv)—a document signed before the diagnosis of a terminal illness when the individual is still in good health, indicating the person's wishes regarding care during dying

Advocate (AD-voh-kit)—one who promotes the welfare of another

Aerobic (air-OH-bick)—microorganisms that live best where plenty of oxygen is available

AFB (ay-eff-bee)—acid-fast bacillus

Afterbirth (AF-ter-burth)—the placenta through which the unborn child is nourished

Agency (AY-jen-see)—a business or company

Agent (AY-jent)—a person or substance by which something is accomplished

Agitation (aj-ih-TAY-shun)—a state in which behavior is irregular and erratic

Aiding and abetting (AYD-ing and ah-BET-ing)—not reporting dishonest acts that are observed

Akinesia (ah-kih-NEE-zee-ah)—abnormal absence or poverty of movement

Alcoholism (AL-koh-hall-izm)—a dependency on alcohol

Alignment (ah-LINE-ment)—keeping a resident in proper position

Allergen (AL-er-jen)—substance that causes sensitivity or allergic reactions

Allergies (AL-er-jeez)—abnormal and individual hypersensitivities

Alveoli (al-VEE-oh-lee)—tiny air sacs that make up the bulk of the lungs

Alzheimer's disease (ALZ-high-mers dih-ZEEZ)—a neurological condition in which there is gradual loss of cerebral functioning

Ambulation (am-byou-LAY-shun)—ability to walk

Ambulatory (AM-byou-lah-tor-ee)—walking about

AM care (ay-em kair)—care given in the early morning when the patient first awakens

Amenorrhea (ah-MEN-or-ree-ah)—without menstruation

Amino acid (ah-MEAN-oh AH-sid)—basic component of proteins

Amniocentesis (am-nee-oh-sen-TEE-sis)—transabdominal perforation of the amniotic sac to obtain a sample of the amniotic fluid

Amniotic fluid (am-nee-OT-ick FLEW-id)—fluid in which the fetus floats in the mother's womb

Amniotic sac (am-nee-OT-ick sack)—sac enclosing the fetus suspended in amniotic fluid

Amputation (am-pyou-TAY-shun)—removal of a limb or other body appendage

Anaerobic (an-er-OH-bick)—organisms that grow best where there is little oxygen

Anaphylaxis (an-ah-fih-LACK-sis)—severe, sometimes fatal, sensitivity reaction

Anatomy (ah-NAT-oh-mee)—study of the structure of the human body

Ancillary (AN-sill-lar-ee)—offering or providing help

Anemia (ah-NEE-mee-ah)—deficiency of quality or quantity of red blood cells in the blood

Anesthesia (an-es-THEE-zee-ah)—loss of feeling or sensation

Aneurysm (AN-you-rizm)—sac formed by dilation of the wall of a blood vessel (usually an artery) and filled with blood

Angina pectoris (an-JYE-nah or AN-ih-nah PECK-tor-is)—acute pain in the chest caused by interference with the supply of oxygen to the heart

Anorexia (an-or-RECK-see-ah)—lack or loss of appetite for food

Anterior (an-TEER-ee-er)—in anatomy, in front of the coronal or ventral plane

Antibody (AN-tih-bod-ee)—a protein that is produced in the body in response to invasion by a foreign agent. It reacts specifically with the foreign agent

Anti-embolism hose (an-tih-EM-bohl-izm hohz)—elasticized stockings used to support the leg blood vessels

Antipyretic (an-tih-pie-RET-ick)—drug given to reduce an elevated body temperature

Antiseptic (an-tih-SEP-tick)—anti-infectious agent used on living tissue

Anuria (ah-NEW-ree-ah)—no urine

Anus (AY-nus)—outlet of the rectum lying in the fold between the buttocks

Apathy (AP-ah-thee)—indifference; lack of emotion

Apgar score (AP-gar skor)—method for determining an infant's condition at birth by scoring heart rate, respiratory effect, muscle tone, reflex irritability, and color

Aphasia (ah-FAY-zee-ah)—language impairment; loss of ability to comprehend normally

Apical pulse (AP-ih-kal puls)—pulse rate taken by placing stethoscope over tip of heart

Apnea (ap-NEE-ah)—period of no respiration

Apprehensive (ap-ree-HEN-siv)—fearful

Aquamatic K-Pad® (ack-kwah-MAT-ick KAY-ped)—commercial unit for applying heat or cold

ARC (AIDS related complex) (ay-are-see) (ayds ree-LAY-ted KOM-plex)—conditions suffered by persons who are HIV positive before true onset of AIDS

Arrest (ah-REST)—to stop suddenly

Arteriosclerosis (are-tee-ree-oh-skleh-ROH-sis)—general term meaning a narrowing of the blood vessels, which can result in subsequent tissue hypoxia and degeneration and hardening of the arterial walls and sometimes of the heart valves

Artery (ARE-ter-ee)—vessel through which the blood passes away from the heart to various parts of the body

Arthritis (are-THRIGH-tis)—joint inflammation

Ascites (ah-SIGH-teez)—fluid accumulation in the abdomen

Asepsis (ah-SEP-sis)—without infection

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Aseptic technique (ah-SEP-tick tek-NEEK)—technique used to destroy microorganisms and prevent their transmission

Aspirate (ASS-pih-rayt)—to withdraw

Aspiration (ass-pih-RAY-shun)—drawing foreign materials into the respiratory tract

Assault (ass-SALT)—attempt or threat to do violence to another

Assessment (ah-SESS-ment)—act of evaluating

Assimilate (ah-SIM-ih-layt)—absorb

Assistive devices (ah-SIS-tiv dih-VICE-es)—equipment used to help people be more effective in their physical activity

Asthma (AZ-mah)—chronic respiratory disease characterized by bronchospasms and excessive mucous production

Atelectasis (at-ee-LECK-tah-sis)—collapse of lung tissue

Atherosclerosis (ath-er-oh-skleh-ROH-sis)—degenerative process involving the lining of arteries, in which the lumen eventually narrows and closes; a form of arteriosclerosis

Atrium (AY-tree-um)—one of the two upper chambers of the heart

Atrophy (AT-roh-fee)—shrinking or wasting away of tissues

Attitude (AT-ih-tood)—an external expression of inner feelings about self or others

Auditory (AWE-dih-toh-ree)—hearing

Aura (AWE-rah)—peculiar sensation preceding the appearance of more definite symptoms in a convulsion or seizure

Aural temperature (AWE-ral TEM-per-ah-tyour)—temperature of tympanic membrane blood vessels within ear

Ausculatory gap (aws-KUL-ah-toh-ree gap)—sound fadeout for 1–15 mm Hg mercury pressure, which then begins again. Sometimes mistaken as the diastolic pressure

Autoclave (AWE-toh-klayv)—machine that sterilizes articles

Autoimmune (awe-toh-im-MYOUN)—presence of antibodies against component(s) of body

Automatic speech (awe-toh-MAT-ick speech)—involuntary speech associated with brain injury

Autonomic nervous system (awe-toh-NOM-ick NER-vus SIS-tum)—that portion of the nervous system that controls the activities of the organs

Autonomy (awe-TON-oh-mee)—self-determination

Axillae (ack-SILL-ee)—plural of axilla; armpits

Axillary (ACK-sih-lair-ee)—pertaining to the axilla

Axon (ACK-son)—extension of neuron that conducts nerve impulses away from the cell body

Bacilli (bah-SILL-eye)—rod-shaped bacteria

Bacteria (back-TEE-ree-ah)—a form of simple microbes

Bacteriocide (back-TEE-ree-oh-side)—agent that destroys bacteria

Balanced suspension skeletal traction (BAL-anst sus-PEN-shun SKEL-eh-tal TRACK-shun)—type of traction used to reduce serious fractures in which there is one primary line of traction and extra weight and ropes provide suspension and countertraction

Bargaining (BAR-gan-ing)—stage of the grieving process in which the individual seeks to form a pact that will delay death

Barrier (BAIR-ee-er)—gown, mask, or gloves or combination of these articles worn by health care providers to prevent contact with pathogens spread by blood and other body fluids

Baseline assessment (BAYS-line ah-SESS-ment)—initial observations of the patient and condition

Bath itch—condition that affects the less oily elderly skin; characterized by tiny red eruptions and itching

Battery (BAT-er-ee)—an unlawful attack upon another person

Benign (bee-NINE)—nonmalignant tumor

Bile (byl)—secretion of the liver, needed to prepare fats for digestion

Biohazard (bye-oh-HAZ-ard)—laboratory specimens or materials contaminated with body fluids and their containers that have the potential to transmit disease

Biological parent (bye-oh-LOJ-ih-kul PAIR-ent)—natural parent who contributed sperm or an ovum to the development of the fetus

Biopsy (BYE-op-see)—removal and examination of a piece of tissue from the living body

Bisexuality (bye-sex-you-AL-ih-tee)—having sexual interest in both sexes

Blood pressure (blud PRESH-ur)—pressure of blood exerted against vascular walls

Body language (BAH-dee LAN-gwihj)—use of facial expression, body positions, and vocal inflections to convey a message

Body mechanics (BAH-dee muh-KAN-icks)—using muscles correctly to move or lift heavy objects properly

Bolus (BOH-lus)—soft mass of food that is ready to be swallowed

Bowel (BOW-el)—intestine

Bowman's capsule (BOH-manz KAP-syoul)—tubule surrounding the glomerulus of the nephron

Box (square) corner (bahx [skwair] KOR-ner)—one type of corner used in the making of a hospital bed

Brachial artery (BRAY-kee-al ARE-ter-ee)—main artery of the arm

Bradycardia (brad-ee-KAR-dee-ah)—unusually slow heartbeat

Bridging (BRIHJ-ing)—supporting the body on either side of the affected area to relieve pressure on the area

Bronchitis (brong-KEYE-tis)—inflammatio[illegible] of the bronchi

Burnout (BURN-out)—loss of enthusiasm and interest in an activity

Bursae (BUR-see)—small sacs of fluid found around joints

Bursitis (bur-SIGH-tis)—condition in which the bursae become inflamed and the joint becomes very painful

Cachexia (kah-KEK-see-ah)—state of malnutrition, emaciation and debility, usually in the course of a prolonged illness

Calibrated (KAL-ih-bray-ted)—marked in increments (measured amounts)

Cancer (KAN-sir)—malignant tumor; malignancy

Capillary (KAP-ih-lair-ee)—hairlike blood vessel; link between arterioles and venules

Carbohydrates (kar-boh-HIGH-drayts)—energy foods; used by the body to produce heat and energy for work

Carbon dioxide (KAR-bon dye-OX-side)—gas that is a waste product in cellular metabolism

Carcinogen (kar-SIN-oh-jin)—agent capable of causing malignant changes in tissue

Carcinoma (kar-sih-NOH-mah)—malignant tumor made up of connective tissue enclosu[illegible] epithelial cells

Cardiac arrest (KAR-dee-ack ah-REST)—sudden and often unexpected stoppage of effective heart action

Cardiac cycle (KAR-dee-ack SIGH-kul)—all (mechanical and electrical) events that occur between one heart contraction and the next

Cardiac decompensation (KAR-dee-ack dee-kom-pen-SAY-shun)—another name for congestive heart failure

Cardiogram (KAR-dee-oh-gram)—record of cardiac pulsation produced by cardiograph

Cardiopulmonary resuscitation (CPR) (kar-dee-oh-PULL-moh-nair-ee ree-sus-ih-TAY-shun) (see-pee-are)—emergency medical procedure undertaken to restart and sustain heart and respiratory functions

Care plan (kair plan)—nursing plan for care of resident in long-term care facility

Caries (KAIR-eez)—tooth decay or cavities

Cartilage (KAR-tih-lij)—type of body tissue

Cast (kast)—rigid covering to keep a joint or other body part immobile

Cataract (KAT-ah-ract)—opacity of the lens of the eye, resulting in loss of vision

Catastrophic reaction (kat-ah-STROH-fick ree-ACK-shun)—severe and unpredictable violent behavior of a person with dementia

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Category-specific isolation precautions (KAT-ih-gor-ee spih-SIF-ick eye-soh-LAY-shun pree-KAW-shuns)—isolation precaution system that groups diseases that require similar isolation procedures

Catheter (KATH-ih-ter)—tube for evacuating or injecting fluids

Causitive agent (KAWZ-ah-tiv AY-jent)—etiology of a specific disease process

Cell (sell)—basic unit in the organization of living substances

Cellulose (SELL-you-lohs)—basic substance of all plant foods, which can supply the body with roughage

Celsius scale (SELL-see-us skale)—scale for measuring temperature

Centimeter (SEN-tih-mee-ter)—one-hundredth of a meter

Cerebellum (ser-eh-BELL-um)—portion of the brain lying beneath the occipital lobe; coordinates muscular activities and balance

Cerebrospinal fluid (ser-eh-broh-SPY-nal FLEW-id)—water cushion protecting the brain and spinal cord from shock

Cerebrovascular accident (ser-eh-broh-VASS-kyou-lar ACK-sih-dent)—stroke; disorder of the blood vessels of the brain resulting in impaired cerebral circulation

Cerebrum (SER-eh-brum)—largest part of the brain, consisting of two hemispheres separated by a deep longitudinal fissure; controls all mental activities

Cervical (SER-vih-kal)—pertaining to the neck

Cervix (SIR-vicks)—neck of the uterus

Chain of infection (chayn of in-FECK-shun)—process or events involved in the transmission and development of an infectious disease

Chancre (SHANG-ker)—shallow, craterlike lesion; primary lesion of syphilis

Character (of pulse) (KAIR-ack-ter of puls)—rhythm and volume of pulse

Chart—record of information concerning patient

Cheeking (CHEEK-ing)—storing food in one side of the mouth

Cheyne-Stokes respiration (chain-stohkes res-pih-RAY-shun)—periods of apnea alternating with periods of dyspnea

CHF (see-aytch-eff)—congestive heart failure

Cholecystectomy (koh-lee-sis-TECK-toh-mee)—surgical removal of a diseased gallbladder and stones

Cholecystitis (koh-lee-sis-TIE-tis)—inflammation of the gallbladder

Cholelithiasis (koh-lee-lih-THIGH-ah-sis)—formation of stones in the gallbladder

Chromosome (KROH-moh-sohm)—rod-shaped body appearing at time of cellular division in the nucleus; contains the genes or hereditary factors

Chronic (KRON-ick)—persisting over a long period of time

Chronologic (kron-oh-LOJ-ick)—in sequential order by date or age

Chyme (kighm)—semiliquid form of food as it leaves the stomach

Chymopapaine (kigh-moh-pah-PAY-in)—an enzyme used to dissolve the protein in a ruptured disc

Circ O lectric® bed (sirk-oh-LET-rick bed)—special kind of bed that is used when a patient cannot be turned within the bed

Circumcision (sir-kum-SIJ-un)—removal of the end of the prepuce by a circular incision

Clean-catch urine specimen (kleen katch YOU-rin SPES-ah-men)—sample of urine taken midstream after the patient has been specifically cleansed

Clean technique (kleen tek-NEEK)—technique that limits potential pathogens but does not ensure the destruction of all organisms

Client (KLIGH-ent)—resident

Client care record (KLIGH-ent kair RECK-ord)—documentation of care provided in the home situation

Climacteric (kligh-MAK-ter-ick)—menopause; the combined phenomena accompanying cessation of the reproductive function in the female or diminution of testicular activity in the male

Climax (KLIGH-max)—period of greatest intensity during sexual stimulation or intercourse

Clinical thermometer (KLIN-eh-kul ther-MOM-eh-ter)—instrument used to measure body temperature

Clitoris (KLIT-oh-ris)—small, cylindrical mass of erotic tissue; part of the external female reproductive organs analogous to the penis in the male

Closed bed (klohzd bed)—bed with sheets and spread positioned to the head of the bed; unoccupied

Closed (oblique) fracture (klohzd [ah-BLEEK] FRACK-sure)—fracture in which bones remain in proper alignment

CNS (see-en-ess)—central nervous system

Cocci (KOCK-sigh)—round bacteria

Cognitive (KOG-nih-tiv)—mental

Coitus (KOH-ih-tus)—sexual intercourse; copulation

Colloidal (kuh-LOY-dal)—pertaining to a colloid (gelatinous substance)

Colon (KOH-lon)—large intestine

Colony (KAWL-oh-nee)—group of organisms derived from a single organism

Colostomy (koh-LAHS-toh-me)—artificial opening in the abdomen for the purpose of evacuation of feces

Colostrum (kuh-LAWS-trum)—secretion from the lactiferous glands of the mother before the onset of true lactation two or three days after delivery of a baby

Colporrhaphy (kohl-POOR-ah-fee)—suturing of the vagina; surgical procedure used to tighten vaginal walls

Comatose (KOH-mah-tohs)—unconscious; in a coma

Combining form (kom-BYN-ing form)—word part that can be used with other word parts to form a variety of new words

Comminuted fracture (KOM-ih-new-ted FRACK-shur)—fracture in which the bone is broken or crushed into small pieces

Commode (kum-MOHD)—portable toilet

Communicable (kuh-MYOU-nih-kah-bul)—capable of being transferred from one person to another directly or indirectly; for example, infectious disease

Communication (kuh-myou-nih-KAY-shun)—exchanging messages

Compensation (kom-pen-SAY-shun)—in psychology, the act of seeking a substitute for something unacceptable or unattainable

Competency (KOM-peh-ten-see)—capability

Complete fracture (kom-PLEET FRACK-shur)—separation of the ends of bone at the fracture site

Compound fracture (kom-pownd FRACK-shur)—fracture in which the broken bone protrudes through the skin

Comprehension (kom-prih-HEN-shun)—capacity of the mind for understanding

Compression fracture (kom-PRESH-un FRACK-shur)—fracture in which bone is crushed

Confidential (kon-fih-DEN-shall)—keeping what is said or written to oneself; private; nonsharing

Congenital (kon-JEN-ih-tal)—condition present at birth

Congestive heart failure (kon-JES-tiv hart FAIL-your)—condition resulting from cardiac output inadequate for physiological needs, with shortness of breath, edema, and abnormal retention of sodium and water in body tissues

Conjunctiva (kon-junk-TIGH-vah)—mucous membrane that lines the eyelids and covers the eye

Connective tissue (kuh-NECK-tiv TISH-you)—tissue that holds other tissues together and provides support for organs and other body structures

Constipation (kon-stih-PAY-shun)—difficulty in defecating

Constriction (kon-STRICK-shun)—narrowing; compression

Contaminated (kon-TAM-ih-nay-ted)—unclean; impure; soiled with germs

Continent (KON-tih-nent)—able to control elimination of feces and urine

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Continuum (kon-TIN-you-um)—continuous related series of events or actions

Contract (KON-tract)—agreement between two or more people, especially one that is written

Contracture (kon-TRACK-shur)—permanent shortening or contraction of a muscle due to spasm or paralysis

Contraindicated (kon-trah-IN-dih-kay-ted)—harmful remedy or treatment

Convalescent home (kon-vah-LESS-ent hohm)—long-term care facility

Convulsion (kon-VUL-shun)—involuntary muscle spasm

COPD (see-oh-pee-dee)—chronic obstructive pulmonary disease; for example, pulmonary emphysema

Coping (KOHP-ing)—handling or dealing with stress

Copulation (kop-you-LAY-shun)—sexual intercourse; coitus

Cornea (KOR-nee-ah)—transparent portion of the eye through which light passes

Coronary embolism (KOR-uh-nair-ee EM-boh-lizm)—blood clot lodged in a coronary artery

Coronary occlusion (KOR-uh-nair-ee uh-KLEW-zhun)—closing off of a coronary artery

Coronary thrombosis (KOR-uh-nair-ee throm-BOH-sis)—blood clot within the vessel

Cortex (KOR-tex)—outer portion of a kidney

Countertraction (kown-ter-TRACK-shun)—providing opposing balance to traction; used in reduction of fractures

Cranial (KRAY-nee-al)—pertaining to the cranium or skull

Critical list (KRIT-ih-kul list)—list that patients are placed on when they are dangerously or terminally ill

Croupette (krew-PET)—type of crib that is enclosed to provide moisture and/or oxygen to an infant or child

Cryosurgery (kry-oh-SIR-jer-ee)—destruction of tissue by application of extreme cold

Culturing (KUL-tyour-ing)—taking a sample from the affected area to discover the cause of infection by growing the organisms

Cushing's syndrome (KUSH-ingz SIN-drohm)—condition that results from an excess level of adrenal cortex hormones

Cuticle (KYOU-tih-kul)—base of the fingernail

CVA (see-vee-ay)—cerebrovascular accident

Cyanosis (sigh-ah-NOH-sis)—bluish skin discoloration caused by lack of oxygen

Cystitis (sis-TIE-tis)—inflammation of the urinary bladder

Cystocele (SIS-toh-seel)—bladder hernia

Cystoscopy (sis-TOS-koh-pee)—procedure using cystoscope for visualization of the urinary bladder, ureter, and kidney

Cytoplasm (SIGH-toh-plazm)—protoplasm of a cell outside the nucleus

Dangling (DANG-gling)—sitting up with legs hanging over the edge of the bed

Day care center (day kair SEN-ter)—place where senior citizens may go for various services

Debilitating (dee-BILL-ih-tayt-ing)—weakening

Debride (day-BREED)—to remove foreign material and devitalized tissue

Debridement (day-BREED-ment)—removal of foreign matter or devitalized tissue

Deconditioning (dee-kon-DISH-un-ing)—reversing a learned response

Decubitus (pl. decubiti) ulcer (dee-KYOU-bih-tus [dee-KYOU-bih-tie] UL-sir)—dermal ulcer, bedsore or pressure sore

Defamation (def-eh-MAY-shun)—something harmful to the good name or reputation of another; slander

Defecation (def-eh-KAY-shun)—bowel movement that expels feces

Defense mechanism (dee-FENS MECK-ah-niz-em)—psychological reaction or technique for protection against a stressful environmental situation or anxiety

Degeneration (dee-jen-er-AY-shun)—deterioration of tissues from a more to less functional status

Degenerative joint disease (dee-JEN-er-ah-tiv joynt dih-ZEEZ)—deterioration of the tissues of the joints

Dehydration (dee-high-DRAY-shun)—excessive water loss

Delirium (dih-LEER-ee-um)—disordered mental condition in which speech is incoherent, fever may occur, and illusions, delusions, and hallucinations may be experienced

Delusion (dee-LEW-zhun)—false belief

Dementia (dee-MEN-she-ah)—progressive mental deterioration due to organic brain disease

Dendrite (DEN-dryt)—branch of a neuron that conducts impulses toward the cell body

Denial (dih-NIGH-al)—unconscious defense mechanism in which an occurrence or observation is refused recognition as reality in order to avoid anxiety or pain

Dentures (DEN-churz)—artificial teeth

Depilatory (dee-PILL-ah-tor-ee)—substance used to remove body hair

Depreciate (dih-PREE-she-ayt)—treat as being of less value

Depressant (dee-PRESS-ant)—drug that slows down body functions

Depression (dee-PRESH-un)—morbid sadness or melancholy

Dermal ulcer (DER-mul UL-sir)—bedsore or decubitus ulcer

Development (dee-VEL-op-ment)—gradual growth

Developmental milestones (dee-vel-op-MEN-tal MYL-stohns)—achieving specific skills at a particular age level

Developmental tasks (dee-vel-op-MEN-tal tasks)—in psychology, tasks that are normally carried out as steps in personality development

Diabetes mellitus (die-ah-BEE-teez MEL-ih-tus)—disorder of carbohydrate metabolism

Diabetic coma (die-ah-BET-ick KOH-mah)—comatose state of acidosis due to diabetes mellitus

Diagnosis (die-ahg-NOH-sis)—art or method of identifying or recognizing a disease

Dialysis (die-AL-ih-sis)—diffusion of solutes through a semipermeable membrane, passing from an area of higher concentration to an area of lower concentration

Diaphoresis (die-ah-foh-REE-sis)—profuse sweating

Diarrhea (die-ah-REE-ah)—watery stool

Diastole (die-AS-toh-lee)—period during which the heart muscle relaxes and the chamber fills with blood

Diastolic pressure (die-ah-STOL-ick PRESH-ur)—refers to period of cardiac ventricular relaxation

Diathermy (DIE-ah-ther-mee)—treatment with heat

Digestion (die-JEST-shun)—process of converting food into an assimilable form

Dilate (DIE-layt)—to enlarge, as capillaries

Dilation stage (die-LAY-shun stayj)—stage of labor in which the opening to the cervix enlarges

Diplo- (DIP-loh)—arranged in pairs, such as diplococci; bacteria that are arranged in groups of two

Direct cause (of disease) (die-RECT kawz [of dih-ZEEZ])—immediate or exact cause of a disease process

Directive (die-RECK-tiv)—serving or qualified to direct; statement of direction

Disability (dis-ah-BILL-ih-tee)—persistent physical or mental defect or handicap

Discharge (dis-CHARJ)—procedure carried out as the patient leaves the hospital

Disease (dih-ZEEZ)—definite marked process having a characteristic train of symptoms

Disease-specific isolation precautions (dih-ZEEZ spih-SIF-ick eye-soh-LAY-shun pree-KAW-shuns)—system of isolation precautions that considers precautions for each disease individually

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Disinfectant (dis-in-FECK-tant)—agent that kills germs

Disinfection (dis-in-FECK-shun)—process of destroying pathogenic organisms or agents

Disk—flat plate on which computer information is stored

Disorientation (dis-oh-ree-en-TAY-shun)—loss of recognition of time, place, or people

Displacement (dis-PLAYZ-ment)—unconscious defense mechanism in which an emotion, such as anger, is directed at the wrong person

Disposable (dis-POSE-ah-bul)—not reusable after one use

Disruption (dis-RUP-shun)—interference with the normal progress of events

Distal (DIS-tal)—farthest away from a central point, such as point of attachment of muscles

Distention (dis-TEN-shun)—the state of being stretched out (distended)

Diuresis (die-you-REE-sis)—increase of output of fluids by the kidneys

Diurnal (die-UR-nal)—daily

Diverticula (die-ver-TICK-you-lah)—small blind pouches that form in the lining and wall of the colon

Diverticulitis (die-ver-tick-you-LIE-tis)—inflammation of diverticula

Diverticulosis (die-ver-tick-you-LOH-sis)—presence of many diverticula

DNR (dee-en-are)—do not resuscitate when cardiac and respiratory arrest occur

Dorsal (DOR-sal)—posterior or back

Dorsal lithotomy position (DOR-sal lih-THOT-oh-mee pih-ZISH-en)—person is positioned on back with knees flexed and well separated; feet are usually in stirrups

Dorsal recumbent position (DOR-sal ree-KUM-bent pih-ZISH-en)—person is flat on back, knees flexed and slightly separated with feet flat on bed

Dorsiflexion (dor-sih-FLECK-shun)—toes pointed up

Double bagging (DUB-ul BAG-ging)—technique in which a contaminated article is placed in a plastic bag that is then placed in a second protective covering to prevent transmission of infectious organisms

Drainage (DRAYN-aj)—systematic withdrawal of fluids and discharges from wounds, sores, or body cavities

Drawsheet (DRAW-sheet)—sheet folded under the patient and extending from above the shoulder to below the hips

DRG (dee-are-jee)—diagnosis-related grouping

Drip chamber (drip CHAYM-ber)—part of the IV equipment found between the bag of solution and the tube leading to the patient

DSD (dee-ess-dee)—dry, sterile dressing

Due date (dew dayt)—expected date of delivery

Duodenal ulcer (dew-oh-DEE-nal UL-sir)—ulcer on the mucosa of the duodenum due to the action of gastric juice

Dura mater (DEW-rah MAY-ter)—outer layer of the brain and spinal cord

Dyscrasia (dis-KRAY-zee-ah)—abnormality or disorder of the body

Dysmenorrhea (dis-men-oh-REE-ah)—painful menstruation

Dyspepsia (dis-PEP-see-ah)—indigestion

Dysphagia (dis-FAY-jee-ah)—difficulty in swallowing

Dyspnea (DISP-nee-ah)—difficult or labored breathing

Dysuria (dis-YOU-ree-ah)—painful voiding

Edema (eh-DEE-mah)—excessive accumulation of fluid in the tissues

Efface (eh-FAYS)—thinning of the cervix during labor

Ejaculation (ee-jack-you-LAY-shun)—forcible, sudden expulsion of semen from the male penis

EKG (ee-kay-jee)—electrocardiogram. *See* Cardiogram

Elasticity (ee-las-TIS-ih-tee)—ability to stretch

Electrolytes (ee-LECK-troh-lights)—compounds that play an essential role in regulating body chemistry

Electronic thermometer (ee-leck-TRON-ick ther-MOM-eh-ter)—battery-operated clinical thermometer that uses a probe and records the temperature on a viewing screen in a few seconds

Elimination (ee-lim-ih-NAY-shun)—excretion; discharge from the body of indigestible materials and of waste products of body metabolism

Embolus (EM-boh-lus)—mass of undissolved material carried in the bloodstream and frequently causing obstruction of a vessel

Emesis (EM-eh-sis)—act of vomiting

Emesis basin (EM-eh-sis BAY-sin)—utensil for catching vomitus

Emollient (ee-MOL-ee-ent)—agent that softens and soothes the part when applied locally

Empathy (EM-pah-thee)—intellectual understanding of something in another person that is foreign to one's self

Emphysema (em-fih-SEE-mah)—chronic obstructive pulmonary disease in which the alveolar walls are destroyed

Endocrine gland (EN-doh-krin gland)—gland that secretes hormonal substances directly into the bloodstream; ductless gland

Endometrium (en-doh-MEE-tree-um)—mucous membrane lining the inner surface of the uterus

Endoscope (EN-doh-skohp)—instrument for examining the interior of the body

Enema (EN-eh-mah)—injection of water into the rectum and colon; used to help the bowels eliminate feces

Epidermis (ep-ih-DER-mis)—top layer of skin

Epididymis (ep-ih-DID-ih-mis)—elongated, cordlike structure along the posterior border of the testes in the ducts of which the sperm is stored

Epilepsy (EP-ih-lep-see)—noninfectious disorder of the brain manifested by episodes of motor and sensory dysfunction, which may or may not be accompanied by convulsions and unconsciousness

Episiotomy (eh-piz-ee-OT-oh-mee)—incision of the perineum at the end of the second stage of labor to avoid tearing of the perineum

Epithelium (ep-ih-THEE-lee-um)—tissues characterized by tightly packed cells with a minimum of intracellular material, forms epidermis and lines all hollow organs and passages of respiratory, digestive, and genitourinary systems

Equilibrium (ee-kwih-LIB-ree-um)—sense of balance

Erythrocyte (eh-RITH-roh-sight)—red blood cell

Eschar (ES-kar)—slough of tissue produced by burning or by a corrosive application

Estrogen (ES-troh-jen)—hormone produced by ovaries

Ethical code (ETH-ih-kal kohd)—rules of moral, responsible conduct

Etiology (ee-tee-OL-oh-jee)—cause of a disease

Eustachian tube (you-STAY-kee-an tewb)—auditory tube; leads from the middle ear to the pharynx

Evaluation (ee-val-you-AY-shun)—judgment

Eversion (ee-VER-zhun)—turning outward

Exchange list (ecks-CHAYNJ list)—list of measured foods that allows equivalent exchanges between foods within a designated food group

Excise (eck-SIZE)—remove by cutting

Excoriated (ecks-KOR-ee-ay-ted)—superficial loss of substance such as that produced by scratching the skin

Excreta (ecks-KREE-tah)—excretions such as feces

Expectorate (eck-SPECK-toh-rayt)—to spit (to bring up sputum)

Expiration (ecks-pih-RAY-shun)—exhalation

Expulsion stage (eck-SPUL-shun stayj)—stage of labor and delivery during which the fetus is expelled

Extended care facility (ecks-TEN-ded kair fah-SILL-ih-tee)—long-term care facility

Extension (ecks-TEN-shun)—movement by which the two ends of any jointed part are drawn away from each other

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External urinary meatus (ecks-TER-nal YOU-rin-air-ee mee-AY-tus)—opening to the outside of the urethra

Facility (health care) (fah-SILL-ih-tee [hellth kair])—an agency that provides health care

Fahrenheit scale (FAR-en-hight skale)—scale used in the United States and England to express temperature

Fallopian tube (fal-LOH-pee-an tewb)—*See* Oviduct

False imprisonment (fawls im-PRIH-son-ment)—unlawfully restraining another

Fanfold (FAN-fold)—procedure for folding a sheet

Fasting (FAST-ing)—act of not eating

Fats—nutrient used to store energy

Fecal impaction (FEE-kul im-PACK-shun)—condition in which feces are wedged tightly in the bowel

Feces (FEE-sees)—semisolid waste eliminated from the body

Femur (FEE-mur)—thigh bone

Fetoscopy (fee-TOS-koh-pee)—examination of the fetus while in utero

Fetus (FEE-tus)—child in utero from the third month to birth

Fever (FEE-ver)—abnormally high body temperature

First aid—emergency care and treatment of an injured person before complete medical and surgical care can be secured

Flagged (flagd)—marked in a special way to call attention to it

Flatulence (FLAT-you-lens)—excessive gas in the stomach and intestines

Flatus (FLAY-tus)—gas or air in the stomach or intestines; air or gas expelled by way of any body opening

Flexible (FLECK-sih-bul)—ability to bend in different directions

Flexion (FLECK-shun)—decreasing the angle between two bones

Flora (FLOH-rah)—normal population of organisms found in a given area

Flowmeter (FLOH-mee-ter)—instrument for controlling gas flow in oxygen equipment

Flow rate (floh rayt)—rate at which oxygen or liquids are administered to the patient

Foley catheter (FOH-lee KATH-eh-ter)—indwelling catheter placed in the urinary bladder to remove urine continuously

Fomite (FOH-might)—any object contaminated with germs, and thus able to transmit disease

Footboard (FOOT-bord)—appliance placed at the foot of the bed so the feet rest firmly against it and are at right angles to the legs

Forcing fluids (FORS-ing FLEW-ids)—notation meaning the patient must be encouraged to take as much fluid as possible

Foreskin (FOR-skin)—prepuce; loose tissue covering the penis and clitoris

Foster parent (FOS-ter PAIR-ent)—parent figure assigned by an agency

Fracture (FRACK-shur)—break in the continuity of bone

Frequency (FREE-kwen-see)—occurrence repeated often

Fundus (FUN-dus)—portion of uterus superior to point of entrance of oviducts

Fungus (FUN-gus)—class of organisms to which mold and yeast belong

Fusion (FYOU-zhun)—combining into a single unit

Gait belt (gayt bellt)—belt placed around the patient's waist to assist in ambulation

Gallbladder (GAWL-blad-der)—small, saclike organ in which bile is stored; found on the underside of the liver

Gangrene (GANG-green)—death and putrefaction of body tissue caused by stoppage of circulation of blood to an area

Gastrectomy (gas-TRECK-toh-mee)—surgical removal of part or all of the stomach

Gastric (GAS-trick)—pertaining to the stomach

Gatch bed—bed fitted with a jointed back rest and knee rest; patient can be raised to a sitting position and kept in that position

Gavage (gah-VAHZH)—feeding through a tube

General anesthetic (JEN-er-al an-es-THET-ick)—gas that induces a state of unconsciousness and insusceptibility to pain

Genes (jeenz)—units of heredity arranged into a linear fashion along a chromosome

Genetic (jeh-NET-ick)—pertaining to or carried by a gene or genes

Genital (JEN-ih-tul)—pertaining to reproduction

Genitalia (jen-ih-TAIL-ee-ah)—reproductive organs

Geriatrics (jer-ee-AT-ricks)—care of the elderly

Gerichair (JER-ee-chair)—chair or wheelchair with table or tray attached to it

Germs (jerms)—pathogenic microorganisms

Gestational age (jes-TAY-shun-al ayj)—age of development of a new individual within the uterus from conception to birth

Glaucoma (glaw-KOH-mah)—increased intraocular pressure that ultimately results in loss of vision

Glomeruli (gloh-MER-you-lie)—blood vessels that branch to form balls of capillaries in the cortex

Glossary (GLOSS-ah-ree)—alphabetical lis of terms and explanations

Glucometer (glew-KOM-eh-ter)—instrument used to measure the level of blood sugar

Glucose (GLEW-kohs)—simple sugar; al called dextrose

Glycogen (GLIGH-koh-jen)—polysaccharide that is the chief carbohydrate storage material

Glycosuria (gligh-koh-SOO-ree-ah)—sugar in the urine

Gonads (GOH-nads)—reproductive organs; ovaries and testes

Gonorrhea (gon-oh-REE-ah)—sexually transmitted disease that causes an acute inflammation

Grand mal seizure (grand mawl SEE-zhur)—major epileptic seizure attended by loss of consciousness and convulsive movements

Graphic chart (GRAF-ick chart)—patient care record on which vital signs and sometimes other information are recorded

Greenstick fracture (green-stick FRACK-shur)—breaking of a bone on one side only, most often seen in children

Groin (groyn)—depression between the thigh and trunk

Gurney (GUR-nee)—equipment used to transport a patient; a stretcher

Halitosis (hal-ih-TOH-sis)—offensive odor to breath

Hallucination (hah-loo-sih-NAY-shun)—idea or perception that is not based on rea

Hand-over-hand technique (hand oh-ver hand tek-NEEK)—technique in which an instructor or care giver places his or her hand over the hand of a learner or patient to guide an activity

Harvest (HAR-vest)—to remove donor organs

Health (hellth)—state of physical, mental, and social well-being

Heart (hart)—hollow, muscular organ lying slightly to the left of the midline of the chest

Hematuria (hem-ah-TOO-ree-ah)—blood in the urine

Hemiplegia (hem-ee-PLEE-jee-ah)—paralysis on one side of the body

Hemoptysis (he-MOP-tih-sis)—expectoration of blood

Hemorrhage (HEM-or-ij)—escape of blood from blood vessels

Hemorrhoids (HEM-oh-royds)—varicose veins in the rectum

Hepatitis B virus (HBV) (hep-ah-TIE-tis bee VY-rus) (aytch-bee-vee)—organism that causes a serious form of infectious liver inflammation

Herniation (her-nee-AY-shun)—abnormal protrusion of an organ or other body structure

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Hernia (HER-nee-ah)—protrusion or projection of a stomach organ through the wall or cavity that normally contains it

Herniorrhaphy (her-nee-OR-ah-fee)—surgical operation for hernia

Herpes simplex (HER-peez SIM-plex)—acute infectious viral disease

Hiatal hernia (high-AY-tal HER-nee-ah)—protrusion of a stomach portion through the esophageal hiatus of the diaphragm

Home health assistant (hohm hellth ah-SIS-tant)—nursing assistant who practices under supervision in a client's home

Home health services (hohm hellth SIR-vih-sez)—help provided after an acute hospitalization

Homemaker assistant (HOHM-may-ker ah-SIS-tant)—person who provides home management help to a client in the client's home

Horizontal recumbent position (hor-ih-ZON-tal ree-KUM-bent poh-ZISH-un)—patient is positioned flat on the back, arms extended by the sides, and legs extended

Hormone (HOR-mohn)—secretion of endocrine gland; substance produced by endocrine gland

Hospice (HOS-piss)—special facility or arrangement to provide care of terminally ill people

Hospital (HOS-pit-ul)—facility for the care of the sick or injured

Host (hohst)—animal or plant that harbors another organism

Human immunodeficiency virus (HIV) (HUE-man im-myou-noh-dee-FISH-en-see VY-rus) (aytch-eye-vee)—virus that causes acquired immunodeficiency disease (AIDS)

Hydrochloric acid (high-droh-KLOR-ick AH-sid)—acid produced by the stomach

Hydronephrosis (high-droh-neh-FROH-sis)—increasing pressure of urine that causes pressure on the kidney cells and results in their destruction

Hyperalimentation (high-per-al-ih-men-TAY-shun)—technique in which high density nutrients are introduced into a large vein

Hyperbaric chamber (high-per-BAIR-ick CHAYM-ber)—sealed enclosure for the raising of the level of oxygen in a patient's tissues

Hypercalcemia (high-per-kal-SEE-mee-ah)—excess calcium in the bloodstream

Hyperextension (high-per-ecks-TEN-shun)—excessive extension (straightening) of a limb or part

Hyperglycemia (high-per-gligh-SEE-mee-ah)—excessive levels of blood sugar

Hyperopia (high-per-OH-pee-ah)—farsightedness

Hypersecretion (high-per-see-KREE-shun)—excessive secretion

Hypersensitivity (high-per-sen-sih-TIV-ih-tee)—state of altered reactivity in which the body reacts to a foreign agent more strongly than normal or in an abnormal way

Hypertension (high-per-TEN-shun)—high blood pressure

Hyperthermia (high-per-THER-mee-ah)—greatly increased temperature

Hyperthyroidism (high-per-THIGH-royd-izm)—excessive functioning of the thyroid gland

Hypertrophy (high-PER-troh-fee)—increase in the size of an organ or structure that does not involve tumor formation

Hypochondriasis (high-poh-kon-DRY-ah-sis)—abnormal concern about one's health

Hypoglycemia (high-poh-gligh-SEE-mee-ah)—abnormally low level of sugar in the blood

Hyposecretions (high-poh-sih-KREE-shuns)—less than normal production of secretions

Hypotension (high-poh-TEN-shun)—low blood pressure

Hypothermia (high-poh-THER-mee-ah)—greatly reduced temperature

Hypothyroidism (high-poh-THIGH-royd-izm)—condition due to deficiency of the thyroid secretion, resulting in a lower basal metabolism

Hypoxia (high-POX-ee-ah)—lack of adequate oxygen supply

Hysterectomy (his-teh-RECK-toh-mee)—surgical removal of the uterus

Icon (EYE-kon)—image or figure. As used in this text, refers to images used on computers that represent various functions

ICU (intensive care unit) (eye-see-you) (in-TEN-siv kair YOU-nit)—hospital unit that provides care for critically ill patients

Ileostomy (ill-ee-OS-toh-mee)—incision of the ileum

Illusion (il-LOO-zhun)—mental impression derived from misinterpretation of an actual sensory stimulus

Immobilization (im-moh-bill-ih-ZAY-shun)—making of a part or limb immovable, usually in a cast

Immune response (im-MYOUN rih-SPONS)—response of the body to elements recognized as nonself with the production of antibodies and the rejection of the foreign material

Immunization (IM-myou-nigh-zay-shun)—process of making a person more resistant to an infectious agent

Impaction (im-PACK-shun)—condition of being tightly wedged into a part (as feces in the bowel)

Implementation (im-plih-men-TAY-shun)—to put into effect

Impotence (IM-poh-tens)—inability to perform sexually

Incarcerated (strangulated) hernia (in-KAR-sir-ayt-ed [STRANG-you-lay-ted] HER-nee-ah)—abnormal constriction of part of the intestinal tract that has herniated

Incentive spirometer (in-SEN-tiv spih-ROM-eh-ter)—apparatus that is used to encourage better ventilation

Incontinence (in-KON-tih-nens)—inability to control defecation or urination

Incontinent (in-KON-tih-nent)—act of defecating or urinating uncontrollably

Increment (IN-kreh-ment)—amount of increase in measurements

Indwelling catheter (IN-dwell-ing KATH-ih-ter)—Foley catheter that remains in the patient's bladder to drain the urine

Infarction (in-FARK-shun)—death of tissue

Infection (in-FECK-shun)—invasion and multiplication of any organism and the damage caused by this in the body

Inferior (in-FEER-ee-or)—below another part

Infirm (in-FERM)—one who is ill or unable to care for himself or herself

Inflammation (in-flah-MAY-shun)—tissue reaction to injury either direct or referred

Informed consent (in-FORMD kon-SENT)—permission given after full disclosure of the facts

Infusion (in-FYOU-zhun)—introduction of a solution into a vein by gravity; for example, an intravenous infusion (IV)

Initiative (in-ISH-ee-ah-tiv)—action of taking the first step or initial action

Insertion (in-SIR-shun)—distal point of attachment of skeletal muscle

Inspiration (in-spih-RAY-shun)—drawing of air into the lungs (inhalation)

Insulin (IN-soo-lin)—active antidiabetic hormone secreted by the islets of Langerhans in the pancreas

Insulin dependent diabetes mellitus (IDDM) (IN-soo-lin dee-PEN-dent die-ah-BEE-teez MEL-ih-tus) (eye-dee-dee-em)—form of diabetes mellitus that requires insulin administration as part of the therapy

Intake and output (I & O) (IN-tayk and OUT-put) (eye & oh)—recording of the amount of fluid ingested and the amount of fluid expelled by a patient

Integument (in-TEG-you-ment)—the skin

Interdisciplinary team (in-ter-DISS-ih-plin-air-ee teem)—group of different professionals who each contribute their expertise to the care of a single person

Intermittent positive pressure breathing (IPPB) (in-ter-MIT-ent POS-ih-tiv PRESH-ur BREE-thing) (eye-pee-pee-bee)—technique for assisting breathing

Interpersonal relationships (in-ter-PER-son-al rih-LAY-shun-ships)—how people interact with each other

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Intervention (in-ter-VEN-shun)—actions that influence the eventual outcome of a situation

Intimacy (IN-tih-mah-see)—feelings of closeness and familiarity

Intracranial pressure (in-trah-KRAY-nee-al PRESH-ur)—pressure exerted within the cranium

Intravenous infusion (IV) (in-trah-VEE-nus in-FYOU-zhun) (eye-vee)—nourishment given through a sterile tube into a vein

Invasion of privacy (in-VAY-zhun of PRIGH-vah-see)—taking liberties with the person or personal rights of another

Invasive (in-VAY-siv)—characterized by invading or spreading

Involution (in-voh-LOO-shun)—reduction in the size of the uterus following delivery

Iodine (EYE-oh-dine)—element needed for proper function of the thyroid gland

Iris (EYE-ris)—colored portion of the eye

Irrigate (EAR-ih-gayt)—to wash out

Ischemia (is-KEE-mee-ah)—deficient blood supply to body tissues

Ischemic (is-KEE-mick)—having inadequate blood flow to an area

Islets of Langerhans (EYE-lets of LANG-gerhans)—cells in the pancreas that produce insulin

Isolation (eye-soh-LAY-shun)—place where the patient with easily transmitted disease is separated from others

Isolation technique (eye-soh-LAY-shun tek-NEEK)—special procedures carried out to prevent the spread of infectious organisms from an infected person

Isolette (eye-soh-LET)—type of environmentally controlled unit that is used to house a newborn infant

IV standard (eye-vee STAN-dard)—pole usually made of stainless steel, that can be attached to the bed or stand on the floor

Jacksonian seizure (jack-SOH-nee-an SEE-zhur)—type of convulsive seizure that is a progression of involuntary clonic movements with retention of consciousness

Jaundice (JAWN-dis)—yellowing of the skin

Job description (job dih-SKRIP-shun)—duties and responsibilities involved in a position

Joint (joynt)—point of articulation between bones

Kardex (KAR-dex)—type of file in which nursing care plans are kept

Ketosis (kee-TOH-sis)—abnormal levels of ketones in the blood; complication of diabetes mellitus

Keyboard (KEE-bord)—row of keys on a computer used to input information

Kidneys (KID-nees)—two glandular, bean-shaped bodies, purplish-brown in color, situated in back of the abdominal cavity, one on each side of the spinal column, that excrete waste matter in the form of urine

Knee-chest position (nee-chest poh-ZISH-un)—patient is positioned on abdomen with knees drawn up toward abdomen and with legs separated; arms are brought up and flexed on either side of the head that is turned to one side

Koran (kuh-RAN)—Muslim sacred book

Kyphosis (kigh-FOH-sis)—hunchback

Labia majora (LAY-bee-ah mah-JOR-ah)—two large, hair-covered, liplike structures that are part of the vulva

Labia minora (LAY-bee-ah mih-NOR-ah)—two hairless, liplike structures found beneath the labia majora

Labor (LAY-bor)—physiological process by which the fetus is expelled from the uterus at term

Lactation (lack-TAY-shun)—function of secreting milk

Laminectomy (lam-ih-NECK-toh-mee)—transection of a vertebral lamina

Lateral (LAT-er-al)—body parts away from the midline

Legal custody (LEE-gul KUS-toe-dee)—condition of having the right to consent to hospitalization and of giving permission for procedures

Legal guardian (LEE-gul GAR-dee-an)—person who has the legal right to make decisions for another person

Lesions (LEE-zhuns)—abnormal changes in tissue formation

Leukemia (loo-KEE-mee-ah)—malignant disease of the blood-forming organs, characterized by abnormal proliferation and distortion of the leukocytes in the blood and bone marrow

Leukocyte (LOO-koh-sight)—white blood cell

Leukorrhea (loo-koh-REE-ah)—white vaginal discharge

Lever (LEV-er)—bar or rodlike structure that operates on a fixed axis or fulcrum and is used to lift weight

Liable (LIE-ah-bul)—legally responsible

Libel (LIE-bul)—any oral or written defamatory statement

Licensed practical nurse (LPN); licensed vocational nurse (LVN) (LICE-enst PRACK-tih-kul nurs) (el-pee-en); (LICE-enst voh-KAY-shun-al nurs) (el-vee-en)—graduate of a one-year certificate program who must pass a state exam before being permitted to practice nursing

Libido (lih-BEE-doh)—sex drive

Life care facility (life kair fah-SILL-ih-tee)—apartment homes that offer health care and recreational facilities for the elderly

Life support system (life suh-PORT SIS-tum)—equipment needed to sustain life when vital signs are inadequate

Ligament (LIG-ah-ment)—band of fibrous tissue that holds joints together

Lithotripsy (LITH-oh-trip-see)—the crushing of calculi such as kidney stones

Litter (LIT-er)—equipment used to transport a patient; also called a gurney or stretcher

Living will (LIV-ing will)—written statement, usually by those who are terminally ill, requesting not to be kept alive on life support systems when their faculties have failed

Local anesthetic (LOH-kul an-es-THET-ick)—type of anesthetic for which the action is confined to a limited area. The anesthetic is usually given by injection and the patient remains awake

Lochia (LOH-kee-ah)—discharge from the uterus of blood, mucus, and tissue during the puerperal period

Logo (LOW-goh)—symbol that identifies a business, company, or organization

Long-term care facility (lawng turm kair fah-SILL-ih-tee)—facility that provides care for patients with long-standing disabilities; can be terminal care

Lubricant (LOO-brih-kant)—substance applied to a part to improve the ease of movement between touching parts; also substances secreted by the body for the same purpose

Lumpectomy (lum-PECK-toh-mee)—excision of abnormal tissue such as a "lump" in the breast

Lymph (limpf)—fluid found in lymphatic vessels

Macule (MACK-youl)—flat, discolored spot on the skin

Maladaptive behavior (mal-ah-DAP-tiv bee-HAY-vyour)—inappropriate reaction due to mental breakdown

Malignancy (mah-LIG-nan-see)—cancerous condition which, if left untreated, leads to death

Malignant (mah-LIG-nant)—cancerous

Malnutrition (mal-new-TRISH-un)—lack of necessary food substances in the body, or improper absorption and distribution of them

Malpractice (mal-PRACK-tis)—poor or improper medical treatment; for example, when a nursing assistant gives improper care or care for which the nursing assistant has not been instructed

Mammogram (MAM-oh-gram)—X-ray examination of the breasts

Mastectomy (mass-TECK-toh-mee)—excision of the breast

Masturbation (mass-tur-BAY-shun)—sexually stimulating self

Maternity (mah-TER-nih-tee)—related to pregnancy

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Meatus (mee-AY-tus)—tubelike opening

Mechanical lift (mih-KAN-ih-kul lift)—apparatus used to assist in lifting and transferring a patient

Meconium (mih-KOH-nee-um)—first feces of the newborn infant which consists of salts, mucus, bile, and epithelial cells. Color is greenish-black to light brown

Medial (MEE-dee-al)—close to the midline of the body or structure

Medicaid (MED-ih-kayd)—federal- and state-funded program that pays for medical costs for those whose income falls below a certain level

Medical asepsis (MED-ih-kul ah-SEP-sis)—procedures followed to keep germs from being spread from one person to another

Medicare (MED-ih-kair)—federal program that assists persons over 65 years of age with hospital and medical costs

Medulla (meh-DOOL-ah)—forms part of the brain stem

Medulla (of kidney) (meh-DOOL-ah) (of KID-nee)—renal pyramids

Melanin (MEL-ah-nin)—dark pigment normally formed in the skin and hair

Membranes (MEM-brains)—tissue sheets that line the cavities

Menarche (meh-NAR-kee)—beginning of the menstrual function

Meninges (meh-NIN-jeez)—three-layered serous membrane covering the brain and spinal cord

Meningitis (men-in-JIGH-tis)—inflammation of the meninges

Menopause (MEN-oh-pawz)—period when ovaries stop functioning and menstruation ceases; climacteric

Menorrhagia (men-oh-RAY-jee-ah)—excessive bleeding during menstruation

Menstruation (men-stroo-AY-shun)—loss of an unneeded part of the endometrium following the release of an ovum and lack of conception

Mental illness (MEN-tal ILL-ness)—behavioral maladaptations

Menu (MEN-you)—as used in the text, a list of possible computer functions

Metabolism (meh-TAH-bohl-izm)—sum total of the physical and chemical processes and reactions taking place in the body

Metastasis (meh-TAS-tah-sis)—spreading of cancer to other body parts from a primary location

Metastasize (meh-TAS-tah-size)—to spread (cancer) to other body parts

Metric system (MET-rick SIS-tum)—system of weights and measurements based on the meter; all units based on some power of ten

Microbes (MY-krohbs)—tiny organisms that can be seen only with a microscope

Microorganisms (my-kroh-OR-gan-izms)—tiny organisms that can be seen only with a microscope, particularly bacteria

Micturition (mick-too-RISH-un)—urination

Midriff (MID-rif)—middle part of the body between the chest and waist

Mineral (MIN-er-al)—inorganic chemical compound found in nature; many are important in building body tissues and regulating body fluids

Mitered corner (MY-terd KOR-ner)—one type of corner used in making a facility bed

Mitosis (my-TOH-sis)—division of the cytoplasm and nucleus in the cell

Mobility (moh-BILL-ih-tee)—ability to move or to be moved easily from place to place

Monitor (MON-ih-tor)—apparatus that can observe and record information constantly

Morbidity (mor-BID-ih-tee)—state of being diseased; conditions inducing disease

Moribund (MOR-ih-bund)—dying

Mortality rate (mor-TAL-ih-tee rayt)—proportion of deaths in the population

Mottling (MOT-ling)—discoloration of skin or irregular areas

Mucolytic (myou-koh-LIH-tick)—destroying or dissolving mucus

Mucous (MYOU-kus)—pertaining to or resembling mucus; also, secreting mucus

Mucus (MYOU-kus)—secretion of mucous membranes; thick, sticky fluid

Multiple sclerosis (MUL-tih-pul skleh-ROH-sis)—disease characterized by hardened patches scattered throughout the brain and spinal cord that interfere with the nerves in those areas

Muscular tissue (MUSS-kyou-lar TISH-you)—tissues that have ability to shorten and lengthen

Myocardial infarction (my-oh-KAR-dee-al in-FARK-shun)—formation of an infarct in the heart muscle due to interruption of the blood supply to the area

Myocardium (my-oh-KAR-dee-um)—heart muscle

Myopia (my-OH-pee-ah)—nearsightedness

Nasogastric (NG) tube (nay-zoh-GAS-trick [en-jee] toob)—soft rubber or plastic tube that is inserted through the nostril and into the stomach

Necrosis (neh-KROH-sis)—tissue death

Negligence (NEG-lih-jents)—failure to give care that is reasonably expected of a nursing assistant

Neonate (NEE-oh-nayt)—newborn baby

Neoplasia (nee-oh-PLAY-zee-ah)—new, uncontrolled tissue growth; tumor

Neoplasm (NEE-oh-plazm)—new growth; tumor

Nephritis (nih-FRIGH-tis)—inflammation of the kidney

Nephron (NEF-ron)—microscopic kidney units that produce urine

Nerve (nurv)—bundle of nerve processes (axons and dendrites) that are held together by connective tissue

Nerve impulse (nurv IM-puls)—electrical wave that transmits a message

Nervous tissue (NUR-vus TISH-you)—highly specialized tissue capable of conducting a nerve impulse

Networking (NET-werk-ing)—line of communication between individuals with a common interest or goal

Neuron (NEW-ron)—cell of the nervous system

Neurotransmitter (new-roh-TRANS-mit-er)—chemical compound that transmits a nervous impulse across cells at a synapse

No-code order (no cohd OR-der)—an order not to resuscitate a patient

Nocturia (nock-TUR-ee-ah)—excessive urination at night

Noninvasive (non-in-VAY-siv)—remaining localized and not spreading

Nonpathogen (non-PATH-oh-jen)—microorganism that is not capable of producing disease

Nonverbal communication (non-VER-bal kom-myou-nih-KAY-shun)—communication transmitted through nonverbal ways such as facial expression and body language

Nosocomial (noh-soh-KOH-mee-al)—pertaining to or originating in a facility, hospital, or infirmary

NPO (en-pee-oh)—nothing by mouth

Nucleus (NEW-klee-us)—part of the cell that directs the activities of the cell

Nurse Aide Competency Evaluation Program (NACEP) (nurs ayd KOM-peh-ten-see ee-val-you-AY-shun PROH-gram) (en-ay-see-ee-pee)—test taken by the nursing assistant which, when passed successfully, entitles the nursing assistant to certification

Nursing assistant (NUR-sing ah-SIS-tant)—person who assists, under supervision, with the care of the sick and infirmed

Nursing care plan (NUR-sing kair plan)—plan developed to direct the patient's care

Nursing home (NUR-sing hohm)—facility that provides room and board and some nursing care; also called convalescent home

Nursing process (NUR-sing PRAH-sess)—framework for nursing action

Nursing team (NUR-sing teem)—members of the nursing staff who provide patient care

Nutrient (NEW-tree-ent)—nourishing substance or food

Nutrition (new-TRISH-un)—process by which the body uses food for growth and repair and to maintain health

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OB (oh-bee)—obstetrics

Obese (oh-BEES)—overweight

Objective observations (ob-JECK-tiv ob-sir-VAY-shuns)—observations made through the senses of the observer

Observation (ob-sir-VAY-shun)—noticing something

Obstetrical (ob-STET-ree-kal)—pertaining to pregnancy, labor, and delivery

Obstruction (ob-STRUCK-shun)—blockage in a passageway

Occult blood (ah-KULT-blud)—blood in such minute quantity that it can only be recognized by microscope or chemical means

OD (oh-dee)—as used in the text, pertains to the right eye

Olfactory (ol-FACK-toh-ree)—pertaining to the sense of smell

Oliguria (ol-ih-GYOU-ree-ah)—scant urine

Ombudsman (AHM-buds-man)—patient advocate

Omnibus Budget Reconciliation Act (OBRA) (OM-nih-bus BUD-jet reh-kon-sill-ee-AY-shun akt) (oh-bee-are-ay)—law that regulates the education and certification of nursing assistants working in acute care and long-term care facilities

Oophorectomy (oh-of-oh-RECK-toh-mee)—surgical excision of an ovary

Open bed (OH-pen bed)—bed with top bedding fanfolded to bottom, ready for occupancy

Open fracture (OH-pen FRACK-shur)—broken bone in which part of the bone protrudes through the skin

Operative (OP-er-ah-tiv)—pertaining to an operation

Ophthalmoscope (oh-THAL-moh-skohp)—instrument for examining the eyes

OR (oh-are)—operating room

Oral hygiene (OR-al HIGH-jeen)—care of the mouth and teeth

Orally (OR-al-ee)—through the mouth

Oral report (OR-al ree-PORT)—verbal report

Orchiectomy (or-key-ECK-toh-mee)—excision of the testis

Organ (OR-gan)—any part of the body that carries out a specific function or functions, such as the heart

Organic mental syndrome (or-GAN-ick MEN-til SIN-drohm)—mental deterioration; general term that includes all dementia due to physical abnormalities of the brain

Orifice (OR-ih-fis)—body opening such as the nose or mouth

Origin (OR-ih-jin)—proximal point of attachment to skeletal muscle

Orthopedic (or-thoh-PEE-dick)—concerning orthopedics; prevention or correction of deformities

Orthopneic (or-thop-NEE-ick)—positioning of a patient by adjusting the over-bed table in such a way that the patient, supported by pillows, is able to lean on it

OS (oh-ess)—as used in the text, pertains to the left eye

Ossicles (OS-sih-kuls)—any small bones, such as one of the three bones in the ear

Osteoarthritis (oss-tee-oh-are-THRIGH-tis)—degenerative joint disease caused by disintegration of the cartilage that covers the ends of the bones

Osteoporosis (oss-tee-oh-poor-OH-sis)—most common metabolic disease of bone in the United States; characterized by a decrease in the mass of bony tissue; most commonly affects females past middle age

Ostomy (OS-toh-mee)—suffix meaning "to create a new opening", for example, colostomy

Otitis media (oh-TIGH-tis MEE-dee-ah)—inflamed condition of the media part of the ear

Otosclerosis (oh-toh-sklee-ROH-sis)—formation of bone in the inner ear that causes the ossicles to be fixed

Otoscope (OH-toh-skohp)—instrument used to examine the ear

Output (OUT-put)—measured amount of fluid excreted in a given period of time

Ovaries (OH-vah-rees)—endocrine glands located in the female pelvis; female gonads

Ovulation (oh-vyou-LAY-shun)—lunar monthly ripening and rupture of the mature graafian follicle and the discharge of the ovum from the cortex of the ovary

Ovum (OH-vum)—female egg

Oxygen (OK-sih-jen)—gas that is essential to cellular metabolism and all life

Pacemaker (pacer) (PAYS-may-ker)—artificial device placed in the body to regulate the heartbeat

Pallor (PAL-or)—less color than normal for the skin

Palpated systolic pressure (PAL-pay-ted sis-TOL-ick PRESH-ur)—pressure indicated on the blood pressure gauge as the cuff is inflated and the radial pulse no longer can be felt

Panhysterectomy (pan-his-ter-ECK-toh-mee)—removal of the entire uterus

Pap smear (PAP smeer)—simple test used to detect cancer of the cervix

Papule (PAP-youl)—solid, elevated lesion of the skin

Paralysis (pah-RAL-ih-sis)—loss or impairment of the ability to move parts of the body

Paranoia (pair-ah-NOY-ah)—state in which one has delusions of persecution and/or grandeur

Paraplegia (pair-ah-PLEE-jee-ah)—paralysis of lower portion of the body and of both legs

Parasite (PAIR-ah-sight)—organism that lives within, upon, or at the expense of another organism known as the host

Parathormone (pair-ah-THOR-mohn)—hormone produced by parathyroid glands that regulates calcium and phosphorus blood levels

Parietal (pah-RYE-eh-tal)—pertaining to the walls of an organ or cavity

Pathogen (PATH-oh-jen)—microorganism or other agent capable of producing a disease

Pathology (pah-THOL-oh-jee)—disease

Patient (PAY-shent)—person who needs care; resident

Patient's Bill of Rights (PAY-shents bill of rights)—document developed by the American Hospital Association that describes the basic rights to which a patient is entitled

Pelvic belt traction (PEL-vick belt TRACK-shun)—special form of traction in which a belt, secured around a person's hips, is attached to ropes, pulleys, and weights

Pelvic inflammatory disease (PID) (PEL-vick in-FLAM-ah-toh-ree dih-ZEEZ) (pee-eye-dee)—inflammation of the pelvic organs

Pelvis (PEL-vis)—lower portion of the trunk of the body; basin-shaped area bounded by the hip bones, the sacrum, and the coccyx

Penis (PEE-nis)—male organ of copulation

Pepsin (PEP-sin)—enzyme produced in the stomach that begins protein digestion

Percussion (per-KUSH-un)—tapping a body part with the fingers to determine the size, position, or density of the organs underneath

Percussion hammer (per-KUSH-un HAM-mer)—instrument used to test reflexes

Pericardium (pair-ih-KAR-dee-um)—membranes that surround the heart

Peri light (PAIR-ee light)—lamp that is used to relieve pain of the perineum following childbirth; also called perineal lamp

Perineum (pair-ih-NEE-um)—in the male, the area between the anus and scrotum; in the female, the area between the anus and vagina

Perioperative (pair-ee-OP-er-ah-tiv)—occurring in association with an operative procedure

Peripheral (peh-RIF-er-al)—pertaining to the outside or outer part

Peristalsis (per-ih-STALL-sis)—progressive, wavelike movement that occurs involuntarily in hollow tubes of the body, especially in the alimentary canal

Peritoneum (pair-ih-toh-NEE-um)—serous membrane lining the walls of the abdominal and pelvic cavities

Personality (per-son-AL-ih-tee)—sum of the behavior, attitudes, and character traits of an individual

Petit mal seizure (peh-TEE mawl SEE-zhur)—type of epileptic attack that is generally short in nature; absence attack

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Phalanges (fah-LAN-eez)—any bones of a finger or toe

Phlegm (flem)—mucus

Physician (fih-ZISH-un)—licensed medical doctor

Physiology (fiz-ee-OL-oh-jee)—the science that deals with the functioning of living organisms

Physiotherapist (fiz-ee-oh-THER-ah-pist)—trained professional who provides therapy and exercise to maintain mobility

Pigmentation (pig-men-TAY-shun)—coloration of an area by pigment

Piles (pyls)—hemorrhoids

Pitting edema (PIT-ting eh-DEE-mah)—condition in which the tissue remains indented when presssure is applied to an edematous area

Pivot (PIV-ut)—to twist or turn in a swiveling motion

Placenta (plah-SEN-tah)—name given to the afterbirth

Placental stage (plah-SEN-tal stayj)—period of the delivery process during which the afterbirth is expelled from the uterus

Plane (playn)—imaginary line used to describe the relationship of one body part to another

Plantar flexion (PLAN-tar FLECK-shun)—extending the foot in a downward movement

Plasma (PLAZ-mah)—liquid portion of blood

Pleura (PLOOR-ah)—membranes that surround the lungs

PM care (pee-em kair)—care given to prepare the patient or resident for sleep

Pneumocystis carinii (new-moh-SIS-tis kah-RIN-ee)—protozoan frequently causing pneumonia in patients who are HIV positive

Pneumonia (new-MOH-nee-ah)—inflammation of the lungs

Podiatrist (poh-DYE-ah-trist)—physician specializing in foot problems

Polydipsia (pol-ee-DIP-see-ah)—excessive thirst

Polyphagia (pol-ee-FAY-jee-ah)—excessive ingestion of food

Polyuria (pol-ee-YOU-ree-ah)—excessive excretion of urine

POMR (pee-oh-em-are)—problem-oriented medical records

Port (port)—opening

Portal of entry (POR-tul of EN-tree)—area of body through which microbes enter and cause disease

Portal of exit (POR-tul of EX-it)—area of body through which disease-producing organisms leave the body

Positive signs of pregnancy (POS-ih-tiv sighns of PREG-nan-see)—hearing, seeing, or feeling a fetus

Postanesthesia care (post-an-es-THEE-see-ah kair)—care given to a patient following the administration of an anesthetic

Postanesthesia care unit (PACU) (post-an-es-THEE-see-ah kair YOU-nit) (pee-ay-see-you)—room where patients receive immediate care following surgery

Posterior (pos-TEER-ee-or)—back or dorsal

Postmortem (post-MOR-tem)—after death

Postmortem care (post-MOR-tem kair)—care given to the body after death

Postoperative (post-OP-er-ah-tiv)—after surgery

Postpartum (post-PAR-tum)—after parturition; after birth

Postural drainage (POS-chur-al DRAYN-aj)—technique of positioning the patient to encourage drainage of different areas of the pulmonary tree

Posture (POS-chur)—attitude or position of the body

Preadolescence (pree-ad-oh-LESS-ens)—years between the ages of 12 and 14

Predisposing cause (of disease) (pree-dis-POS-ing kawz [of dih-ZEEZ])—factors that contribute to the development of a condition

Prefix (PREE-fix)—term that is placed before a word that changes or modifies the meaning of the word

Prenatal (pree-NAY-tal)—before birth

Preoperative (pree-OP-er-ah-tiv)—period before surgery

Presbycusis (pres-beh-KYOU-sis)—impaired hearing, due to old age

Presbyopia (pres-bee-OH-pee-ah)—impaired vision resulting from the aging process

Pressure sore (PRESH-ur sor)—ulceration due to eschemia; decubitus

Presumptive signs of pregnancy (pree-ZUMP-tiv-sighns of PREG-nan-see)—indications seen early in pregnancy that may also be associated with other conditions; includes amenorrhea, morning sickness, fatigue, tender and full breasts

Probable signs of pregnancy (PRAH-bah-bul sighns of PREG-nan-see)—indications of pregnancy at a more advanced stage that may also accompany other conditions, including enlargement of the abdomen and positive pregnancy test

Probe (prohb)—as used in this text, long, slender part of an instrument; that portion of the electronic or aural thermometer placed into the patient

Problem-oriented medical record (POMR) (PRAH-blem OR-ee-en-ted MED-ih-kul REH-kord) (pee-oh-em-are)—form of documentation in which all recordings are organized around the strength or problem of the patient

Procedure (proh-SEE-jur)—series of steps outlining how and in what order and manner to do something

Process (PRAH-sess)—projection as from a bone; series of steps that may be taken as in the nursing process

Proctoscopy (prock-TOS-koh-pee)—instrumental inspection of the rectum

Progesterone (proh-JES-teh-rohn)—hormone produced by female ovaries

Prognosis (prog-NOH-sis)—probable outcome of a disease or injury

Progressive mobilization (proh-GRESS-iv moh-bill-ih-ZAY-shun)—gradual increase in activity

Projection (proh-JECK-shun)—unconscious defense mechanism in which an individual denies his/her own emotionally unacceptable traits and sees them as belonging to another

Pronation (proh-NAY-shun)—placing or lying in a face downward position; applied to the hand with the palms facing backward

Prone position (prohn poh-ZISH-un)—patient positioned on the abdomen, spine straight, legs extended, and arms flexed on either side of the head

Prostatectomy (pros-tah-TECK-toh-mee)—removal of all or part of the prostate gland

Prostate gland (PROS-tayt gland)—gland of male reproductive system that surrounds the neck of the urinary bladder and the beginning of the urethra

Prosthesis (pros-THEE-sis)—artificial substitute for a missing body part, such as dentures, hand, leg

Protein (PROH-tee-in)—basic material of every body cell; an essential nutrient

Protein bound iodine (PBI) (PROH-tee-in bownd EYE-oh-dine) (pee-bee-eye)—clinical test performed to determine thyroid function

Protozoa (proh-toh-ZOH-ah)—microscopic unicellular organism

Proximal (PROX-ih-mal)—closest to the point of attachment

Pruritus (prew-RYE-tus)—itching

Psychotic (sigh-KOT-ick)—completely out of touch with reality

Puberty (PYOU-ber-tee)—condition or period of becoming capable of sexual reproduction

Pubic (PYOU-bick)—concerning the pubes

Pulse (puls)—wave of pressure exerted against the walls of the arteries in response to ventricular contraction

Pulse deficit (puls DEF-ih-sit)—difference between contractions of the heart and pulse expansions of the radial artery

Pulse pressure (puls PRESH-ur)—difference between the systolic and diastolic pressures

Pustule (PUS-tyoul)—circumscribed pus-containing lesion of the skin

Pyloric sphincter (pie-LOR-ick SFINK-ter)—muscle at the exit point of the pylorus

Pyrexia (pie-REX-ee-ah)—fever

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Quadrant (KWAHD-rant)—one of the four imaginary sections of the surface of the abdomen

Quadriplegia (kwahd-rih-PLEE-jee-ah)—condition of paralysis of all four limbs

Radial artery (RAY-dee-al ARE-ter-ee)—artery near the radius; commonly used to determine pulse

Radial deviation (RAY-dee-al dee-vee-AY-shun)—wrists are turned toward the thumb side

Radial pulse (RAY-dee-al puls)—pulse that can be measured by palpating the radial artery

Rales (rayls)—abnormal respiratory sound heard in auscultation of the chest

Range of motion (ROM) exercises (rainj of MOH-shun [are-oh-em] ECK-sir-size-es)—series of exercises specifically designed to move each joint through its range

Rapport (rah-POOR)—understanding between two persons

Rate (rayt)—valuation based on comparison with a standard

Rationalization (rash-un-al-ih-ZAY-shun)—unconscious defense mechanism in which one devises a logical, self-satisfying but incorrect explanation for one's behavior or feelings

Reaction formation (ree-ACK-shun for-MAY-shun)—repressing the reality of an anxiety-producing situation. The individual exhibits behaviors that are exactly opposite to the real feelings

Reality (ree-AL-ih-tee)—what is actually occurring; true in fact

Reality orientation (ree-AL-ih-tee or-ee-en-TAY-shun)—techniques used to help a person remain oriented to environment, time, and himself/herself

Recovery room (ree-KOV-er-ee room)—location where surgical patients are taken after surgery. They return to their rooms when their condition stabilizes

Rectocele (RECK-toh-seel)—protrusion of part of the rectum into the vagina

Rectum (RECK-tum)—lower part of the large intestine, about five inches long, between the sigmoid flexure and the anal canal

References (REF-er-en-sez)—in a résumé, statements about abilities and characteristics; persons who give such statements

Reflex (REE-flecks)—activity performed without conscious thought

Registered nurse (REJ-is-terd nurs)—specially educated person who is licensed to plan and direct the nursing care of patients

Regress (ree-GRESS)—to move in a backward fashion

Rehabilitative hospital (ree-hah-BILL-ih-tay-tiv HOS-pit-ul)—health care facility that offers specialized care to assist people regain optimum functioning

Reminiscing (reh-mih-NISS-ing)—thinking and talking about the past

Remission (ree-MISH-un)—period of decreased severity of symptoms in chronic disease

Renal calculi (REE-nal KAL-kyou-lee)—kidney stones

Renal colic (REE-nal KOL-ick)—spasm in area near kidney accompanied by pain

Replication (rep-lih-KAY-shun)—to reproduce exactly

Repression (ree-PRESH-un)—involuntary exclusion from awareness of a painful experience or conflict-creating memory, feeling, or impulse

Reservoir (REZ-er-vwar)—storage area; biologically, an animal or source that maintains infectious organisms that periodically can be spread to others

Resident unit (REZ-ih-dent YOU-nit)—room occupied by resident and his/her personal possessions; may be shared by other residents

Respiration (res-pih-RAY-shun)—process of taking oxygen into the body and expelling carbon dioxide

Respirator (res-pih-RAY-tor)—apparatus that assists the patient to breathe

Rest home (rest hohm)—long-term care facility

Restorative care (ree-STOR-ah-tiv kair)—care that emphasizes helping the person reach or maintain physical, mental, and psychological well-being

Restricted fluids (ree-STRICK-ted FLEW-ids)—limit to the amount of fluid intake

Résumé (REH-zoo-may)—short account of one's career and qualifications that is prepared by an applicant for a position

Retention (ree-TEN-shun)—inability to excrete urine that has been produced

Retinal degeneration (RET-ih-nal dee-jen-er-AY-shun)—breakdown and functional loss of the nervous layer of the eye

Retirement (ree-TIRE-ment)—period of time after leaving employment

Retrograde pyelogram (RET-roh-grayd PIE-eh-loh-gram)—moving backward of roentgen picture of the ureter and renal pelvis

Retroperitoneal space (ret-roh-pair-ih-toh-NEE-al spayce)—area of the anterior cavity behind the peritoneum; in it are the kidneys, aorta, and inferior vena cava

Reverse isolation technique (ree-VERS eye-soh-LAY-shun tek-NEEK)—requires that the environment, patient, and all objects coming in contact with the patient must be sterile or at least as free from microorganisms as possible

Rheumatoid arthritis (REW-mah-toyd are-THRIGH-tis)—autoimmune response that results in inflammation of the joints

Rhythm (RITH-um)—measured time or movement

Right lateral recumbent position (right LAT-er-al ree-KUM-bent poh-ZISH-un)—patient is turned on right side with the spine straight; left leg is slightly flexed and left arm is straight over hip; right arm is flexed

Rigor mortis (RIH-gor MOR-tis)—rigidity of skeletal muscles, developing six to ten hours after death

RN (are-en)—registered nurse

Rooming in (ROOM-ing in)—practice of having mother and neonate share a single room after delivery

Rotation (roh-TAY-shun)—act of turning about the axis of the center of a body, as in rotation of a joint

Rubra (REW-brah)—unusual redness or flushing of the skin

Sacrament of the sick (SACK-rah-ment of the sick)—last rites given by a clergyman to a person who is terminally ill (dying)

Saliva (sah-LIE-vah)—digestive secretion produced by the salivary glands and found in the mouth

Salpingectomy (sal-pin-JECK-toh-mee)—surgical removal of the fallopian tubes

Saprophyte (SAP-roh-fight)—organism that lives on dead matter or tissues

Sarcoma (sar-KOH-mah)—connective tissue tumor, often highly malignant

Scope of practice (skohp of PRACK-tis)—extent or range of permissible activities

Scrotum (SKROH-tum)—saclike pouch that holds the male gonads

Scultetus binder (skul-TAY-tus BYN-der)—band applied in overlapping strips in a shingle fashion

Sebaceous gland (seh-BAY-shus gland)—gland that produces a lubricating substance for the hairs

Secretion (see-KREE-shun)—product of glandular activity

Seizure (SEE-zhur)—sudden attack of a disease; a convulsion

Self-esteem (self-es-TEEM)—feeling of confidence about oneself

Semi-Fowler's position (sem-ee FOWL-ers poh-ZISH-un)—patient is positioned on the back, knees are slightly flexed, and head of bed is elevated 30–50 degrees

Senescent (seh-NES-ent)—aged

Senile dementia (SEE-nile dee-MEN-sheah)—pronounced and abnormal loss of mental and emotional control in aged people

Serous fluid (SEE-rus FLEW-id)—thin, watery fluid produced by body cells

Setting exercises (SET-ting ECK-sir-size-es)—exercises that use isometric principles to contract muscles to maintain tone

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Sexuality (sex-you-AL-ih-tee)—maleness or femaleness of an individual

Sexually transmitted disease (STD) (SEX-you-al-lee trans-MIT-ted dih-ZEEZ) (es-tee-dee)—disease that is passed from one individual to another through sexual contact

Shampoo (sham-POO)—to wash hair

Sharps—needles, knife blades, etc.

Shock (shok)—dangerous condition in which there is a disruption of the circulation that results in dangerously low blood pressure and an upset of all bodily functions

Shroud (shrowd)—drape used in postmortem care

Siderails (side raylz)—sliding metal bar (bars) that may be pulled up on each side of the bed to prevent the patient from falling out of bed

Sigmoidoscopy (sig-moy-DOS-skoh-pee)—direct examination of the interior of the sigmoid colon

Sign (sighn)—any objective evidence of an abnormal nature in the body or its organs

Signing (SIGHN-ing)—using hands and facial expression to communicate without speaking words

Simple fracture (SIM-pul FRACK-shur)—fracture that does not produce an open wound in the skin

Simple goiter (SIM-pul GOY-ter)—thyroid gland hyperplasia unaccompanied by other signs or symptoms

Simple mastectomy (SIM-pul mas-TECK-toh-mee)—removal of the breast tissue without removing the underlying muscles

Sims' position (simz poh-ZISH-un)—patient is positioned on left side with left leg extended and right leg flexed; left arm is extended and brought behind back; right arm is flexed and brought forward

Singultus (sing-GUL-tus)—hiccup

Sitz bath—bath providing moist heat to the genitals or anal area

Skilled care facility (skilld kair fah-SILL-ih-tee)—long-term care facility

Slander (SLAN-der)—false statement, oral or written, that injures the reputation of another person

SOAPE (es-oh-ay-pee-ee)—charting method; specific form of documenting observations and patient care; technique of documentation based on subjective and objective observations and assessment of the situation; a plan for treatment and evaluation of the effectiveness of treatment

Spasticity (spass-TIS-ih-tee)—continuous resistance to stretching by a muscle due to abnormally increased tension

Specimen (SPESS-ih-men)—small sample or part taken to show the nature of the whole

Speculum (SPECK-you-lum)—instrument used to dilate a body opening

Sperm (spurm)—male germ or reproductive cell

Sphincter muscle (SFINK-ter MUS-el)—circular muscle that constricts a passage or closes a natural orifice; when relaxed, it allows passage of materials

Sphygmomanometer (sfig-moh-mah-NOM-eh-ter)—instrument for determining arterial pressures; blood pressure gauge

Spica cast (SPY-kah kast)—body cast

Spinal anesthesia (SPY-nal an-es-THEE-zee-ah)—technique of providing anesthesia by introducing drugs into the spinal canal

Spirilla (spy-RILL-ah)—spiral-shaped bacteria

Spirometer (spy-ROM-eh-ter)—instrument for measuring air taken into and expelled from the lungs

Spore (spor)—dormant form of microbes that becomes active when conditions are favorable

Spouse (spows)—marriage partner; husband or wife

Sputum (SPEW-tum)—matter brought up from the lungs; phlegm

Staining (STAYN-ing)—laboratory technique used to make microbes more visible

Staphylo (STAF-ih-loh)—prefix meaning "in clusters"

Status (STAY-tus)—condition or state of health

Status epilepticus (STAY-tus ep-ih-LEP-tih-kus)—serious condition in which one epileptic-type seizure follows another

Stepparent (STEP-pair-ent)—person who is married to a child's natural parent

Sterile field (STER-ill feeld)—area considered free of all microbes

Sterile technique (STER-ill tek-NEEK)—technique that keeps an area free of microorganisms

Sterility (steh-RILL-ih-tee)—inability to produce offspring

Sterilization (ster-ih-lie-ZAY-shun)—process that renders an individual incapable of reproduction

Sterilize (STER-ih-lighz)—to make free of all microbes

Stertorous (STER-toh-rus)—snoring-type respirations

Stethoscope (STETH-oh-skohp)—instrument used in auscultation to make audible the sounds produced in the body

Stimulant (STIM-you-lant)—agent that produces stimulation or elicits a response

Stoma (STOH-mah)—artificial, mouthlike opening

Stool—another name for feces

Strepto (STREP-toh)—prefix meaning "in chains"

Stress incontinence (stress in-KON-tih-nens)—inability to hold urine when stressed, such as when coughing or laughing

Stressors (STRESS-ors)—situations, feelings, or conditions that cause a person to be anxious about his/her well-being

Stretcher (STRECH-er)—gurney or litter

Stroke (strohk)—cerebrovascular accident; damage to the blood vessels of the brain

Stryker frame (STRY-ker fraym)—special kind of bed that is used when a patient cannot be turned within the bed

Stump—distal end of a limb remaining after amputation

Subjective complaint (sub-JECK-tiv kom-PLAINT)—problem experienced personally by an individual

Subjective observations (sub-JECK-tiv ob-sir-VAY-shuns)—observations based on ideas perceived only by the individual involved

Sudoriferous glands (sue-doh-RIFF-er-us glandz)—glands that secrete perspiration

Suffix (SUF-fix)—term added to the end of a word that changes or modifies the meaning of the word

Suicide (SOO-ih-side)—self-destruction

Sundowning (SUN-down-ing)—behavior in which a person becomes more agitated and disoriented during the evening hours

Superimpose (soo-per-im-POSE)—put on top of something else

Superior (soo-PEER-ee-or)—toward the head; upward

Supination (sue-pih-NAY-shun)—act of turning the palm upward

Supine position (SOO-pine poh-ZISH-un)—lying with the face upward

Suppository (sup-POZ-ih-toh-ree)—medication used to help the bowels eliminate feces

Suppression (soo-PRESH-un)—consciously refusing to acknowledge unacceptable feelings and thoughts

Surgical asepsis (SUR-jih-kal ah-SEP-sis)—special techniques that maintain asepsis during surgical procedures

Surgical bed (SUR-jih-kal bed)—bed used for surgery

Susceptible host (sus-SEP-tih-bul hohst)—person who is more liable to contract a disease

Suspension (sus-PEN-shun)—temporary cessation

Symmetry (SIM-eh-tree)—correspondence in size, form, and arrangement

Sympathectomy (sim-pah-THECK-toh-mee)—excision or interruption of a sympathetic nerve

Symptom (SIMP-tum)—any perceptible change in the body or its functions that indicates disease or the phases of disease

Synapse (SIN-aps)—space between the axon of one cell and the dendrites of others

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Syphilis (SIF-ih-lis)—infectious, chronic, venereal disease characterized by lesions that may involve any organ or tissue. It usually exhibits cutaneous manifestations, relapses are frequent, and it may exist asymptomatically for years

System (SIS-tem)—group of organs organized to perform a specific body function or functions; for example, the respiratory system

Systole (SIS-toh-lee)—contraction or period of contraction of cardiac muscle

Systolic pressure (sis-TOL-ick PRESH-ur)—pertaining to the pressure exerted during the contraction phase of the venticles

Tachycardia (tack-ee-KAR-dee-ah)—unusually rapid heartbeat

Tachypnea (tack-ip-NEE-ah)—respiratory pattern of rapid, shallow respirations

Tact—sensitive mental perception

Tasks of personality development (tasks of per-son-AL-ih-tee dee-VEL-op-ment)—growing stages through which personality is formed as described by Erickson

T-binder (tee-BYN-der)—T-shaped binder used to hold dressings in place on the male perineum

TED hose (TED hohs)—support hose

Tendon (TEN-don)—fibrous band of connective tissue that attaches skeletal muscle to bone

Terminal (TER-mih-nal)—final; life-ending stage

Testes (TES-teez)—male gonads; reproductive glands located in the scrotal sac

Testosterone (tes-TOS-teh-rohn)—hormone produced by the testes

Tetany (TET-ah-nee)—nervous condition, characterized by intermittent toxic spasms, that are usually paroxysmal and involve the extremities

Therapeutic (ther-ah-PEW-tick)—pertaining to results obtained from treatment; healing agent

Therapeutic diet (ther-ah-PEW-tick DIE-et)—treatment through specifically planned nutrition

Therapy (THER-ah-pee)—treatment designated to eliminate disease or other bodily disorder

Thermometer (ther-MOM-eh-ter)—instrument used to determine temperature

Thoracic (thor-ASS-ick)—pertaining to the chest

Thrombocyte (THROM-boh-sight)—blood platelet that is formed in the bone marrow and is important in blood clotting

Thrombophlebitis (throm-boh-flee-BY-tis)—development of venous thrombi in the presence of inflammatory changes in the vessel wall

Thrombus (THROM-bus)—blood clot

Thyroxine (thy-ROCK-sin)—hormone of the thyroid gland that contains iodine

TIA (transient ischemic attack) (tee-eye-ay) (TRAN-see-ent is-KEE-mick ah-TACK)—temporary decrease in blood flow to brain

Time and travel records (time and TRAH-vel RECK-ords)—records kept of the time spent with clients and the distance traveled between clients

Tipping (TIP-ping)—giving a sum of money for service rendered; not salary-connected

Tissue (TISH-you)—collection of specialized cells that perform a particular function; piece of paper used for cleansing; for example, toilet tissue, facial tissue

Toe pleats (toh pleets)—special folds made in top bedding to reduce pressure on toes

Total parenteral nutrition (TOH-tal pah-REN-ter-al new-TRISH-un)—meeting an individual's entire nutritional needs by providing high density nutrients directly into the bloodstream

Toxins (TOCK-sins)—microbes that produce poisons that travel to the central nervous system and cause damage

Transfer (TRANS-fer)—procedure followed when changing patient's location

Transfer belt (TRANS-fer belt)—gait belt that is used to assist and support patients during ambulation

Transient ischemic attack (TIA) (TRAN-see-ent is-KEE-mick ah-TACK) (tee-eye-ay)—temporary reduction of flow of blood to the brain

Transmission (trans-MISH-un)—transfer from one place or person to another

Transverse fracture (trans-VERS FRACK-shur)—fracture in which the break line is straight across the bone

Trapeze (trah-PEEZ)—horizontal bar suspended overhead down the length of the bed

Trauma (TRAW-mah)—wound or injury

Tremors (TREM-ors)—involuntary trembling

Trendelenburg position (tren-DEL-en-berg poh-ZISH-un)—patient is positioned with head lower than feet

Trimester (try-MES-ter)—period of three months

Trochanter roll (troh-KAN-ter rohl)—rolled sheet or bath blanket placed under the patient extending from waist to mid thigh; positioned against the hip to prevent lateral hip rotation.

Tubal ligation (TOO-bul lih-GAY-shun)—tying off a fallopian tube

Tubercle (TO-ber-kul)—small, rounded nodule formed by infection with *Mycobacterium tuberculosis*

Tuberculosis (too-ber-kyou-LOH-sis)—lung disease caused by a microorganism, easily transmitted to others by sneezing and coughing

Tumor (TOO-mor)—neoplasm

Turning sheet (TURN-ing sheet)—sheet used to turn a patient

Tympanic membrane (tim-PAN-ick MEM-brain)—membrane serving as the lateral [illegible] of the tympanic cavity and separating it f[illegible] the external acoustic meatus

Ulcer (UL-sir)—open sore caused by inadequate blood supply and broken skin

Ulceration (ul-sir-AY-shun)—development of an ulcer

Ulcerative colitis (UL-sir-ay-tiv koh-LIGH-tis)—inflammation of the colon resulting in the formation of ulcers

Ulnar deviation (UL-nar dee-vee-AY-shun)—with hand in supination, lateral movement of wrist

Ultrasound (UL-trah sownd)—mechanical radiant energy of a frequency greater than 20,000 cycles per second

Umbilical cord (um-BILL-ih-kul kord)—attachment connecting the fetus with the placenta. It is severed artificially at the birth of the child

Umbilicus (um-BILL-ih-kus)—depressed scar marking the site of entry of the umbilical cord in the fetus

Universal blood and body fluid precautions (you-nih-VER-sal blud and BAH-dee FLEW-id pree-KAW-shuns)—techniques used to prevent transmission of body fluids from one person to another

Upper respiratory tract infection (URI) (U[illegible] per ree-SPY-rah-toh-ree tract in-FECK-shu[illegible] (you-are-eye)—infections involving the organs of the upper respiratory tract

Uremia (you-REE-mee-ah)—presence of excessive amounts of urea, a waste product, in the blood

Ureter (you-REE-ter)—narrow tube that conducts urine from the kidney to the urinary bladder

Urethra (you-REE-thrah)—mucus-lined tube conveying urine from the urinary bladder to the exterior of the body; in the male the urethra also conveys the semen

Urgency (UR-jen-see)—need to urinate

Urgent care (UR-jent kair)—care that must be given right away to prevent loss of life

Urinalysis (you-rih-NAL-ih-sis)—laboratory analysis of the urine

Urinal (YOU-rih-nal)—vessel into which urine is voided (male)

Urinary bladder (YOU-rih-ner-ee BLAD-der)—receptacle for urine before it is voided

Urine (YOU-rin)—fluid secreted from the body by the kidneys

Uterus (YOU-ter-us)—organ of gestation

Vagina (vah-JIGH-nah)—tube that extends from the vulva to the uterine cervix in female

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organ of copulation that receives the penis during sexual intercourse

Vaginal examination (VAJ-ih-nal eg-zam-ih-NAY-shun)—examination of vaginal and pelvic organs

Vaginitis trichomonas (vaj-ih-NIGH-tis trick-oh-MOH-nas)—inflammation of the vaginal tract due to infection by a parasite, *Trichomonas vaginalis*

Validation therapy (val-ih-DAY-shun THER-ah-pee)—techniques used to help people feel good about themselves

Vas deferens (vas DEF-er-ens)—tube that carries sperm from the epididymis to the junction of the seminal vesicle; ductus deferens

Vasoconstriction (vas-oh-kon-STRICK-shun)—decrease in the caliber (inner diameter) of the blood vessels

Vasodilation (vas-oh-die-LAY-shun)—dilation of the blood vessels

Vector (VECK-tor)—carrier, such as an arthropod, that transmits disease

Vein (vain)—vessel through which blood passes on its way back to the heart

Venereal disease (VD) (vee-NEE-ree-al dih-ZEEZ) (vee-dee)—disease ordinarily acquired as a result of sexual intercourse with an individual who is infected

Venereal wart (vee-NEE-ree-al wart)—viral condition that can be sexually transmitted

Ventral (VEN-tral)—front; anterior

Ventricle (VEN-trih-kul)—small cavity or chamber, as in the brain or heart

Verbal communication (VER-bal kuh-myou-nih-KAY-shun)—transmitting messages using words

Verbal cues (VER-bal kyous)—words used to guide the thinking process of another

Vernix caseosa (VER-nicks kay-see-OH-sah)—sebaceous deposit covering the fetus due to secretions of skin glands

Vertebrae (VER-teh-bray)—backbones

Vertigo (VER-tih-goh)—sensation of rotation or movement of or about the person

Vesicle (VES-ih-kul)—blister-like skin lesion

Victim (VICK-tim)—someone who is injured unexpectedly, as in an accident

Virus (VIGH-rus)—specific, living, morbid principle by which an infectious disease is transmitted

Visceral (VISS-er-al)—pertaining to organs

Visceral muscles (VISS-er-al MUSS-sills)—muscles that operate without conscious control

Visual field (VIZH-you-al feeld)—refers to the area that can be seen

Vital capacity (VIGH-tal kah-PASS-ih-tee)—volume of air a person can forcibly expire from the lungs after a maximal inspiration

Vitality (VIGH-tal-ih-tee)—exuberant physical and mental strength; capacity for endurance

Vital signs (VIGH-tal sighns)—measurements of temperature, pulse, respiration, and blood pressure

Vitamin (VIGH-tah-min)—general term for various, unrelated organic substances found in many foods in minute amounts that are necessary for normal metabolic function of the body

Void (voyd)—to release urine from the bladder

Volume (VOL-youm)—capacity or size of an object or of an area; measure of the quantity of substance

Vomitus (VOM-ih-tus)—material vomited or brought up from the stomach

Vulva (VUL-vah)—external female genitalia

Vulvovaginitis (vul-voh-vaj-ih-NIGH-tis)—inflammation of the external female reproductive structures (vulva and vagina)

Wheal (wheel)—localized area of edema on the body surface, often associated with severe itching

Withdrawal (with-DRAW-al)—retreat from reality or from social contact associated with severe depression and other psychiatric disorders

Withhold (with-HOLD)—order to refrain from serving a patient or resident certain foods or all food

Word root—word form whose basic meaning can be used in forming new words by combining with prefixes or suffixes

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NURSING ASSISTANT

NURS-ING AS-SIST-ANT

A PERSON WHO HELPS AND WORKS UNDER THE SUPERVISION OF A LICENSED NURSE

NURSING ASSISTANTS WORK IN HOSPITALS AND NURSING HOMES.

Nursing assistant training consists of both classroom learning and practical experience. There are physical demands for the job: some lifting and carrying (25 to 50 pounds), reaching, and stooping. Perhaps the key skill for a nursing assistant is carrying out instructions in written, oral, or diagram form. Medical language is an area that must be mastered, as well as many commonly used written abbreviations. Training also includes the study of human anatomy and physiology*.

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* Medical terminology, anatomy, and physiology will not be included in this handbook.

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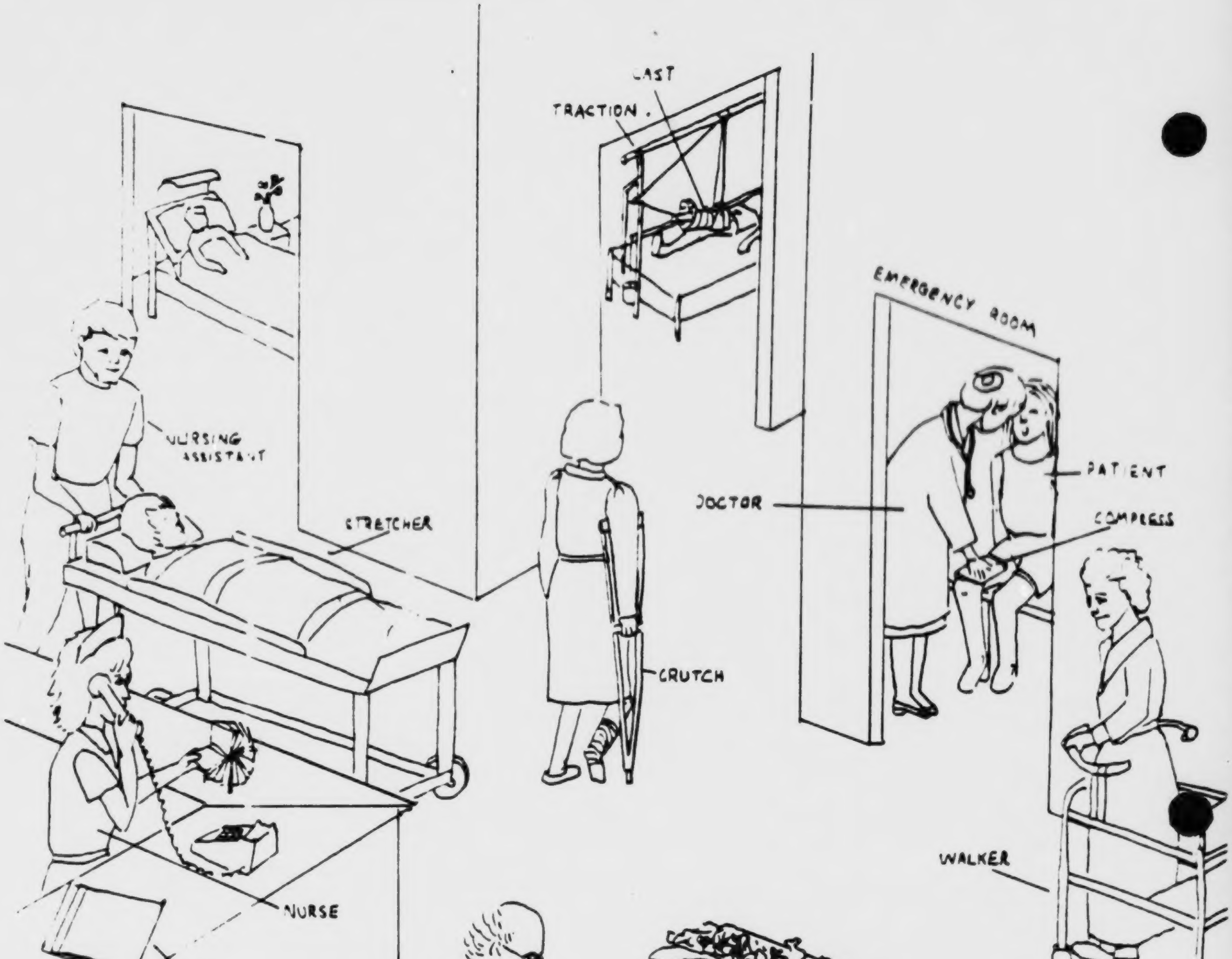

CAST
TRACTION
EMERGENCY ROOM
NURSING ASSISTANT
STRETCHER
PATIENT
DOCTOR
COMPRESS
CRUTCH
WALKER
NURSE
KARDEX
SLING
WHEELCHAIR
SPLINT

HOSPITAL LOBBY

VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

I. Put the following words in alphabetical order.

injury
incontinent
linen
impaction
medication
nausea
hernia
Kardex
isolation
laboratory

II. Pronunciation practice: Say the following words out loud to your teacher or a friend who speaks English well.

paraplegic
urine
exhaustion
disease
precaution
specimen
prosthesis
seizure
nausea
injury
vital signs
shock
symptom
cardiopulmonary resuscitation

III. Spelling practice: Fill in the missing vowels. EXAMPLE: acute

1. h_morrh_ge
2. F_wl_r's p_sit_on
3. sp_t_m
4. di_b_tes
5. c_lcul_s
6. as_ps_s
7. w__nd
8. ep_l_psy
9. d_c_bitus _lc_r
10. t_m_r

IV. Matching: Match the word to its opposite.

__5__ chronic	1. constricted
_____ flex	2. intake
_____ infected	3. discharge
_____ admit	4. unconscious
_____ dilated	5. acute
_____ output	6. pediatrics
_____ diarrhea	7. constipation
_____ geriatrics	8. sterile
_____ alert	9. extend

V. Circle words in the following list that are objects (things) a patient uses. Put a check (✓) by the words in the list that are actions a nursing assistant does.

[✓ bedpan]
observe
aquamatic K-pad
wheelchair
✓strip
assess
transfer
walker
catheter

VI. Underline the terms that are the vital signs of a patient's condition:

pulse
temperature
blood pressure
vomiting
shock
bleeding
respiration

VII. Word Search: A Typical Day

```
C Z S N B H V M H E G O
L I D V J X S O Y U B C
D I S I N F E C T S R Z
U E X T E N D G E Q M T
L M F T O A L R T F S R
K K N O D B V L G I E Q
E M S M R E H U S F E F
M V I S S W D S S X M Y
I T V T E R A N D E W I
I W R T A S A D Y L H C
L I C P T R S P T F P J
P V E S T Z N A B V D H
```

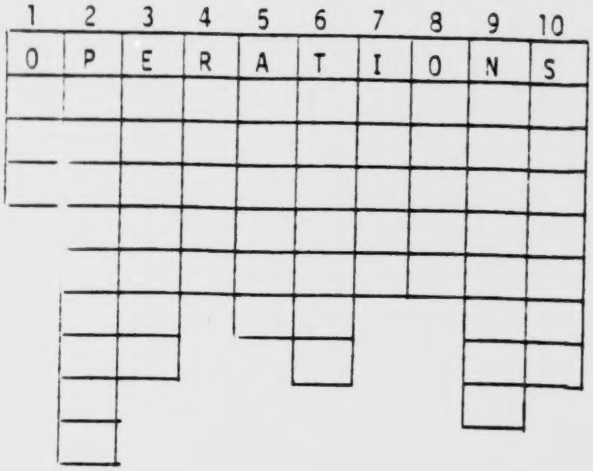
FIND THESE WORDS IN THE ABOVE PUZZLE :

- ADMIT
- DISINFECT
- FLEM
- TRANSFER
- ASSESS
- DRAPE
- ✓OBSERVE
- ASSIST
- EXTEND
- STRIP

VIII. Multiple choice: Choose and underline the correct term. EXAMPLE: Sara has (abnormal, <u>acute</u>, antiseptic) bronchitis.

1. Ms. Gomez put a cold (hemorrhage, prep, compress) on Bob's swollen foot.
2. Did she (prep, respond, tape) the patient for surgery yet?
3. Persons with heart problems go to the (geriatric, cardiac, pediatric) unit.
4. An operating room must be in a state of (asepsis, antiseptic, disinfectant).
5. The nursing assistant (assists, aspirates, assesses) the patient's condition.

IX. Using the clues, write a word down from each letter.



1. by mouth
2. a substitute for a missing body part
3. air or matter that blocks a bood vessel
4. to write down information
5. the structure of the body
6. the process of drawing or pulling
7. a wound or damage to a person
8. a gas necessary for breathing
9. taking in and using foods
10. a sample of something taken for testing or study

X. List the four words that relate to cleanliness in the environment:

specimen
sterile
asepsis
drainage
calculus
therapy
disinfect
antiseptic

____

____

____

____

XI. Matching exercise: Write the word that has a similar meaning next to each term. Choose from the words in the list below.

bedsore
remove
sharp
feces
illness
break
wet
hang
swelling
vomit
wound
help
breathing
stone

1. calculus ________________
2. assist ________________
3. strip ________________
4. edema ________________
5. acute ________________
6. respiration ________________
7. decubitus ulcer ________________
8. stool ________________
9. emesis ________________
10. clammy ________________
11. disease ________________
12. injury ________________
13. fracture ________________
14. dangle ________________

CNA Test 1

Vocabulary Matching

___	1. asepsis	a. evaluation
___	2. acute	b. joint inflammation
___	3. anatomy	c. not regular
___	4. arrest	d. help
___	5. arthritis	e. able to walk
___	6. assessment	f. without infection
___	7. assist	g. withdraw
___	8. ambulatory	h. stop
___	9. abnormal	i. severe symptoms
___	10. aspirate	j. study of the body

What Do They Mean?

___	1. take your time	a. moved
___	2. on purpose	b. right away
___	3. dressing change	c. raise
___	4. transferred	d. discuss
___	5. at least an hour	e. that hurt!
___	6. elevate	f. rewrap the bandage
___	7. talk over	g. record
___	8. chart	h. slow down
___	9. oww!	i. intentional
___	10. quick!	j. 60 minutes or more

XII. Medical testing: Match the term to its definition

1. _______ a test for microorganisms
2. _______ a sample of something taken for testing or study
3. _______ yellow liquid waste passed from the body
4. _______ very small living things, some of which cause disease
5. _______ an observable or measurable change in the body or its functions
6. _______ feces; solid waste products of the bowel
7. _______ a change a person notices or feels in his/her body or its functions
8. _______ a room or building for scientific studies and testing
9. _______ a substance spit out by coughing or clearing the lungs

A. sign

B. symptom

C. culture

D. sputum

E. specimen

F. urine

G. laboratory

H. stool

I. bacteria

XIII. Word search: PATIENT CONDITIONS

Find and circle the words (given below) in the following puzzle. The words may be backwards, forwards, up, down, or diagonal.

U	G	L	T	A	Y	I	H	X	C	U
V	N	A	N	L	H	N	X	H	N	V
H	I	M	Q	E	C	C	R	C	O	D
C	D	R	I	R	Q	O	O	M	S	E
L	E	O	D	T	N	N	I	M	M	Z
A	E	N	B	I	S	T	D	H	O	Y
M	L	B	C	C	I	I	F	N	Q	L
M	B	A	I	N	H	N	T	R	X	A
Y	E	O	G	I	I	E	V	L	B	R
B	U	O	Y	J	J	N	F	X	J	A
S	N	P	A	C	U	T	E	U	C	P

ABNORMAL
BLEEDING
INCONTINENT
UNCONSCIOUS

ACUTE
CHRONIC
PARALYZED
VOMITING

✓ALERT
CLAMMY

XIV. Scrambled words: Change the order of the letters and write the words. CLUE: They are all objects seen in a hospital. EXAMPLE:

nilne linen

1. neapdb __________

2. restchert __________

3. reklwa __________

4. elhewhirac __________

5. larinu __________

XV. Nursing Aide skills:

A) Read the list of jobs a nursing assistant may do.

B) Decide which body system the job relates to.

C) Write the first letter of the system in front of the job. Choose from the following systems:

Musculoskeletal	Digestive
Respiratory	Circulatory
Genitourinary	

JOB LIST

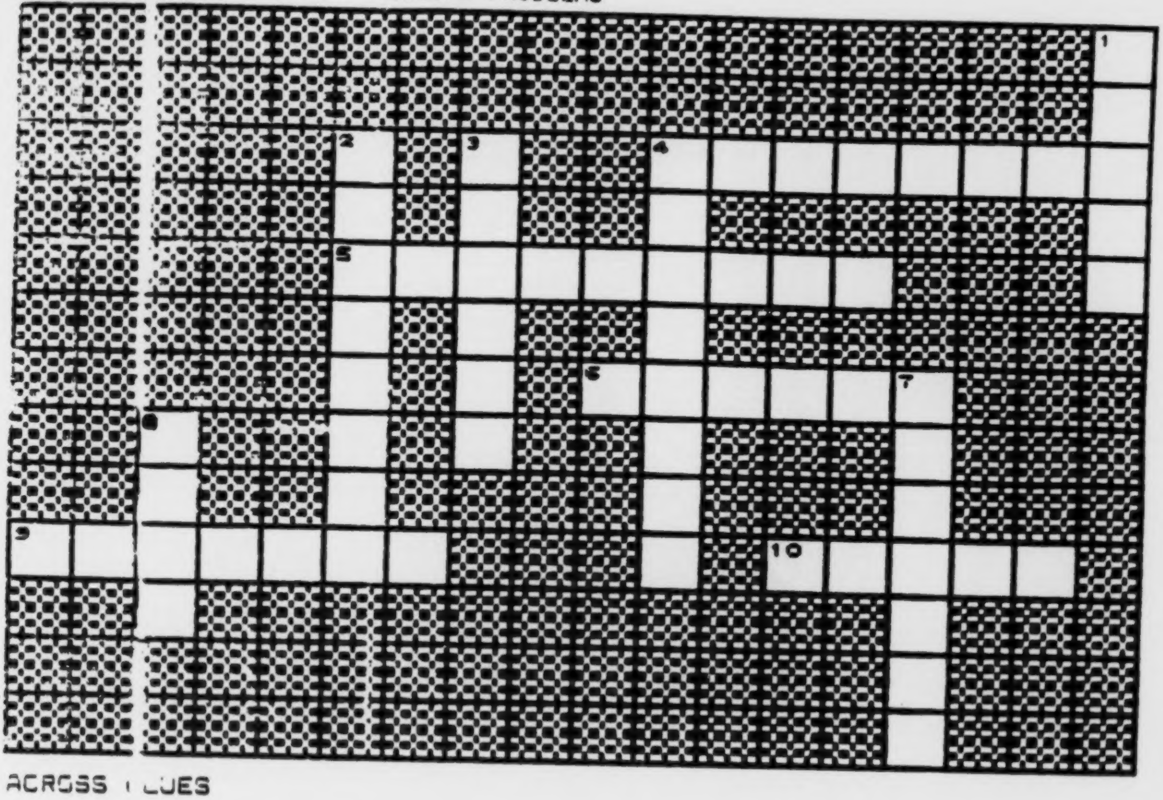
1. R prepare oxygen unit
2. ____ give an enema
3. ____ apply warm, wet compresses
4. ____ collect a sputum specimen
5. ____ give and remove bedpan or urinal
6. ____ give range of motion exercises
7. ____ collect a urine specimen
8. ____ assist with sitz bath
9. ____ collect a stool specimen
10. ____ give catheter (Foley) care

XVI. Bandages and supports: Write in the rest of the letters to make the correct word.

EXAMPLE: The doctor put a b a n d a g e over the wound.

1. Her doctor ordered an elastic b _ _ _ _ _ to be put over her stomach incision.
2. He changed the d _ _ _ _ _ _ _ two times a day.
3. Joe's broken arm was held against his body by a s _ _ _ _.
4. The s _ _ _ _ _ kept the broken bone supported.
5. They put a c _ _ _ over my whole foot.
6. The nursing assistant applied a cold c _ _ _ _ _ _ _ to the swollen area.
7. Patients who must stay in bed may need to wear t _ _ h _ _ _ to help blood circulation.

XVII. Crossword Puzzle: MEDICAL PROBLEMS



ACROSS CLUES

4. AIR OR MATTER BLOCKING A BLOOD VESSEL
5. A DISEASE OF THE JOINTS
6. A TISSUE OR ORGAN PUSHING THROUGH SURROUNDING WALLS
9. AN ABNORMAL CONDITION OF THE BODY : ILLNESS
10. SWELLING

DOWN CLUES

1. AN ABNORMAL GROWTH
2. DISEASE WITH INABILITY OF BODY TO USE SUGAR
3. A RESPIRATORY DISEASE
4. DISEASE OF THE NERVOUS SYSTEM
7. HYPERSENSITIVITY TO A CONDITION OR SUBSTANCE
8. RED BUMPS OR BLOTCHES ON THE SKIN

VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

XVIII. Put the words of the definition in the correct order.

EXAMPLE: extend: out/straighten/to

to straighten out

1. senility: because/weakness/and/aging/mind/of/body/in

____

2. ambulatory: walk/to/able

____

3. arrest: function/of/the/sudden/a/stopping

____

4. injury: or/damage/a/wound/to/person/a

____

5. medication: a/drug/substance/medical/or

____

6. range of motion: joints/of/to/movement/extent/the/fullest

____

7. culture: for/test/a/microorganisms

____

8. elimination: removal/body/the/of/wastes/from/the

____

CNA Test 2

Vocabulary Matching

___	1. bacteria	a. hard covering
___	2. communicable	b. wrap with cloth
___	3. bladder	c. taking a sample
___	4. cardiac arrest	d. correct use of muscles
___	5. body mechanics	e. awake
___	6. bandage	f. sac that holds urine
___	7. cast	g. heart attack
___	8. culturing	h. transferable
___	9. chronic	i. simple microbes
___	10. conscious	j. persisting for a long time

What Do They Mean?

___	1. look it up	a. get enough
___	2. at all	b. lock the bed rails
___	3. got over	c. falling
___	4. drape	d. recovered
___	5. slipping	e. change position
___	6. secure the rails	f. less difficult
___	7. meet your needs	g. bothered
___	8. adjust it	h. none
___	9. easier	i. to cover
___	10. disturbed	j. find something in the chart

XIX. Word Forms

A) Many of the nursing assistant terms will sometimes be used in slightly different form. Instead of the action word (verb), there may be a description (adjective), or a name for a situation or process (noun).

EXAMPLE: Kelly $\underset{\text{(verb)}}{\underline{\text{ambulates}}}$ with assistance.

Kelly is an $\underset{\text{(adjective)}}{\underline{\text{ambulatory}}}$ patient.

Early $\underset{\text{(noun)}}{\underline{\text{ambulation}}}$ after surgery is usually helpful for recovery.

B) Study these nouns, verbs, and adjectives in the following list.

NOUN	VERB	ADJECTIVE
dilation	dilate	dilated
fracture	fracture	fractured
injury	injure	injured
medication	medicate	medicated
constriction	constrict	constricted
assessment	assess	assessed
constipation	constipate	constipated
paralysis	paralyze	paralyzed

XIX. C) Sometimes there are only two commonly used forms:

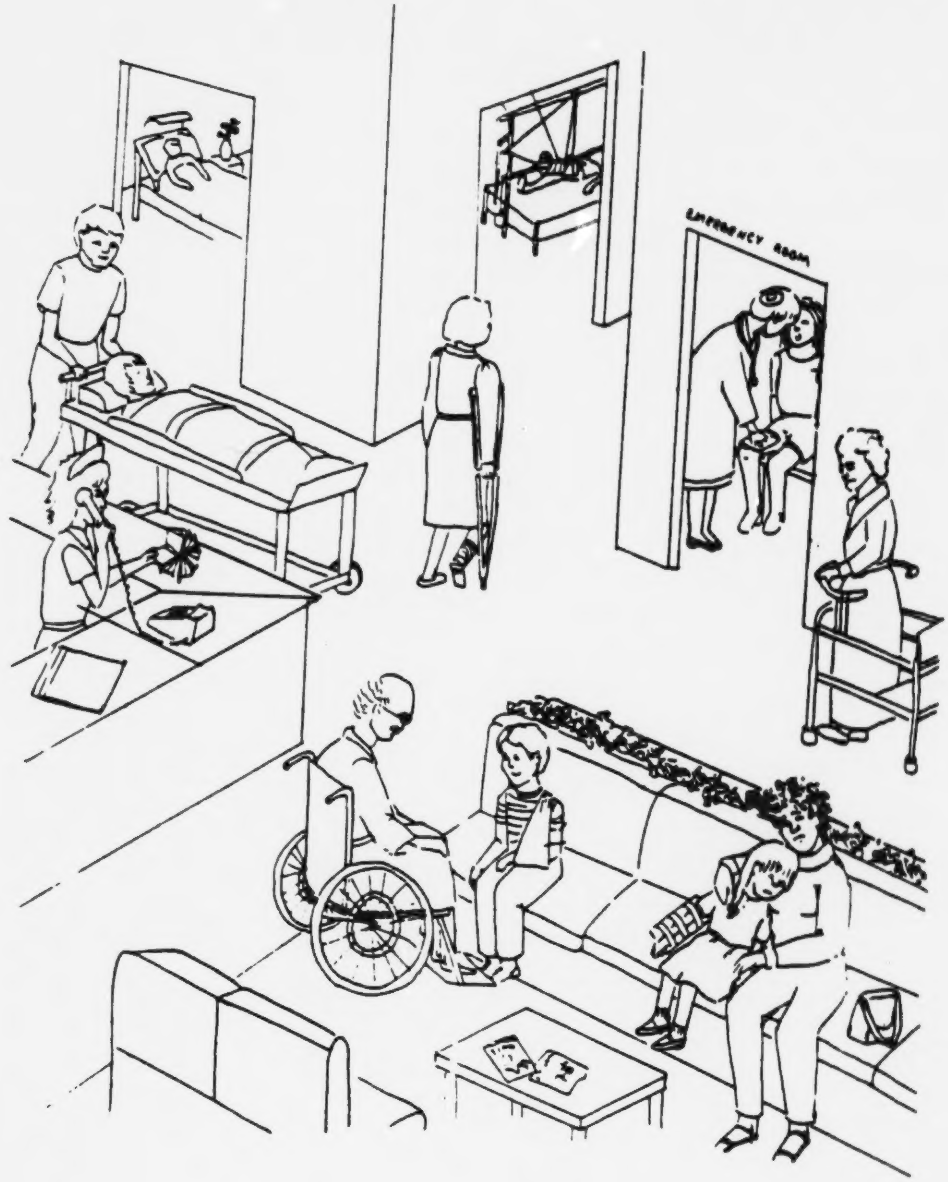
NOUN	VERB	ADJECTIVE
rectum	----	rectal
senility	----	senile
diagnosis	diagnose	----
urine	urinate	----
drainage	drain	----
exhaustion	----	exhausted
assistance	assist	----
assistant	assist	----

D) Exercise: Underline the correct form of the term.

1. Tom came to the hospital with a (fracture, fractured) pelvis.
2. The doctor prescribed different (medication, medicate, medicated) for the patient.
3. What is your (assessment, assess, assessed) of the situation?
4. The girl was (paralysis, paralyze, paralyzed) after the accident.
5. (Senility, Senile) is a problem of older people.
6. Where are you (injury, injure, injured)?
7. Did the doctors (diagnosis, diagnose) the condition?
8. That patient was (exhaustion, exhausted).
9. There is some (drainage, drain) from the wound.
10. Bill has to (urine, urinate).

XX. On the following picture, point to these things:

crutch
compress
cast
doctor
stretcher
sling
Kardex
splint
nursing assistant
traction



XXI. Memory Game: Study the illustration on Page 20, then try to answer the following questions.

1. In what position is the patient in the room with the flowers?
2. How many children are in the picture?
3. Where is the nurse?
4. What is the nursing assistant doing?
5. Who is in a wheelchair?
6. What is on the table in the lobby?
7. Where are the Kardex forms?
8. Name three things in the picture with wheels?

XXII. Labelling Game:

A) Study the full page illustration on Page 6.

B) Label the picture on Page 20 with as many terms as you can remember.

C) Check your labels against the original illustration on Page 6.

VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

I. Following are just a few of the common abbreviations used by nursing assistants. Study them and then do the exercises.

@	at
c̄	with
s̄	without
p̄	after
q̄	each, every
h	hour
B.M.	bowel movement
BRP	bathroom privileges
B.P.	blood pressure
cc	cubic centimeters
I & O	intake and output
I.V.	intravenous
PO	by mouth
NPO	nothing by mouth

PRN	as desired or needed
T.P.R.	temperature, pulse, respiration
wt.	weight
NA	nursing assistant
LPN	licensed practical nurse
RN	registered nurse
PT	physical therapist or therapy
DC	discontinue
ROM	range of motion
BR	bed rest
HS	hour(s) of sleep
L.M.P.	last menstrual period
Fx	fracture

II. Write the abbreviations for these words and phrases: EXAMPLE: __@__ at

1. ______ with
2. ______ hour
3. ______ licensed practical nurse
4. ______ cubic centimeter
5. ______ bed rest
6. ______ each, every
7. ______ physical therapy
8. ______ nothing by mouth
9. ______ intravenous
10. ______ after

VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

III. Write or say orally what the abbreviation stands for:

EXAMPLE: @ at

1. RN
2. BRP
3. wt.
4. I & O
5. ROM
6. $\bar{s}$
7. T.P.R.
8. B.M.
9. B.P.
10. PRN

IV. Circle at least 5 abbreviations on the Kardex form on the next page and explain what they stand for.

KARDEX FORM

DIET

NOURISHMENT - SPECIAL FEEDING

ALLERGIES

ACTIVITIES

- ___ COMPLETE BED REST
- ___ BED REST
- ___ BRP
- ___ UP AD LIB

BATH:

- ___ BATHE PATIENT
- ___ PARTIAL
- ___ BATHE SELF
- ___ TUB
- ___ SHOWER

I & O

CLINITEST

WEIGHT

B.P.

T.P.R.

X-RAY

SPECIAL EQUIPMENT OR PROSTHESIS

SPECIAL TESTS

LAB TESTS

IV'S

DATE	DC	STANDING MEDICATIONS

DATE	DC	PRN MEDICATIONS

TREATMENTS - STANDING & PRN

SURGERY:

CONSULTANT:

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V. On the following page, there is another Kardex form. Use the chart (Kardex) to do these activities:

A) Identify as many abbreviations as possible.

B) Make a list of as many of the vocabulary terms as you can recognize on the Kardex.

C) Make a list of other words on the Kardex that you do not know or understand.

1) Look up these new words in a dictionary.
2.) Learn to pronounce the new words.

D) Write the heading for the part of the Kardex where the following terms are found. EXAMPLE:

seizure precautions ____monitoring____

1. physical therapy ________
2. date of last B.M. ________
3. isolation ________
4. up ad lib ________
5. allergies ________
6. feed self ________
7. B.P. $\overline{q}$ ________
8. dangle ________
9. shower ________
10. incontinent ________

Patient Care Plan

FLOW SHEET

ADMISSION DATA

LERGIES (write in red)

RSONAL HISTORY:
rital Status (Circle)
M S W D Sep
t of Kin ___
lationship ___
one # ___
pendents ___
nguage Spoken ___
ligion ___
cupation ___
are of Diagnosis
Yes ___ No ___

YSICAL TRAITS
mission Weight ___
mission Height ___
Smoker ___ Non-Smoker
R. Handed ___ L. Handed
Limitation to Mobility ___
Difficulty Seeing
___ Left ___ Right
Glasses ___ Contacts
Difficulty Hearing
___ Left ___ Right
___ Hearing Aid
Difficulty Communicating
INFORMATION ___

IONAL TRAITS
ons to Stress ___
g Patterns

MONITORING

Weigh qd ___ other ___
Scale Used ___
___ TPR q̇ ___
___ BP q̇ ___
___ Clinitest ___
___ Pedal Pulses ___
___ Apical/Radial Pulse ___
___ Circulation Checks ___
___ Neuro Checks ___
___ Seizure Precautions

NUTRITION/FLUID BALANCE

DIET

Date Type
___ ___
___ ___
___ ___
___ Tube feeding
___ cc's q ___ hrs

NOURISHMENT
___ ___
___ ___
___ ___

ASSISTANCE REQUIRED
___ Feed self
___ Prepare Food
___ Needs assistance
___ To be fed

FLUID BALANCE
___ I & O q̇ ___
___ Restrict or Force to ___ cc
24/hours
7-3 ___ cc
3-11 ___ cc
11-7 ___ cc
___ IV Therapy (See IV Section)

ELIMINATION

___ Commode ___ Bedpan
___ Incontinent
___ Date of Last B.M. ___
___ Date of L.M.P. ___
___ Foley Bag & Tubing Change
DC Date ___ Time ___
___ Foley or Perineal Care
___ Bladder Irrigation
Type ___
DC Date ___ Time ___

HYGIENE

BATH ___ Bathe patient
___ Partial
___ Self
___ Tub
___ Shower
Oral hygiene ___
Appliances ___
Dentures ___ Upper
___ Lower
___ Partial
___ Bridges ___ Caps
Hair care ___
___ Shampoo

MOBILITY

___ Up ad lib
___ Bedrest
___ BRP
___ Dangle
___ Chair ___
___ Ambulate c̄ assistance ___
___ Walker
___ Wheelchair ___
Other directives ___
___ Turn q̇ ___ hours
___ odd ___ even hours
___ High risk for pressure areas
Location ___
Special Equipment ___

SAFETY NEEDS

SIDE RAILS
___ HS Only
___ Constant
___ Additional Bottom Rails
___ Release Signed

RESTRAINTS
Type ___

SKIN TESTS

Date	Time	
PPD		
Cocci		

ISOLATION
CPD Called ___
Type ___
Date In ___
Date Out ___

RESOURCES

PHYSICAL THERAPY ___

OCCUPATIONAL THERAPY ___

SPEECH THERAPY ___

BEHAVORIAL HEALTH ___

REHABILITATION ___

SOCIAL SERVICE ___

PATIENT'S STAMP

ACUITY RATING

AREAS	PT 7-3
Mobility	
Nutrition	
Hygiene	
Elimination	
Medication	
IVs	
Procedures	
Psycho/Social Teaching	
GRAND TOTAL	
CATEGORY	

TEACHING NEEDS

DISCHARGE PLANNING ASSESSMENT

YES	NO	YES ANSWER INDICATES DCP NEED
___	___	AGE GREATER THAN 80
___	___	CHRONIC ILLNESS
___	___	CHANGE IN LIFE STYLE ILLNESS
___	___	MULTI-PROBLEMS
___	___	SPECIAL FAMILY/LIVING SITUATION
___	___	RECENT DISCHARGE

DCP BY NURSING ___ DCP TEAM REFERRAL ___

SIGNATURE ___

SPECIAL INSTRUCTIONS

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CNA Test 3

Vocabulary Matching

___	1. drape	a. hanging down
___	2. emesis	b. water injection into rectum
___	3. decubitus ulcer	c. agent used to kill germs
___	4. discharge	d. act of identifying disease
___	5. dangling	e. act of vomiting
___	6. dilate	f. bedsore
___	7. edema	g. to enlarge
___	8. disinfectant	h. cover
___	9. diagnosis	i. carried out as patient leaves facility
___	10. enema	j. excessive fluid in tissues

What Do They Mean?

___	1. check the Kardex	a. arrange a certain way
___	2. vital signs	b. record
___	3. oral	c. raise
___	4. remove your jewelry	d. secured at night
___	5. head of the bed	e. look at patient's records
___	6. position	f. group of symptoms
___	7. chart	g. temperature, pulse, blood pressure
___	8. elevate	h. front part
___	9. disease	i. take off earrings, etc.
___	10. side rails	j. pertaining to the mouth

VESL VOCABULARY EXERCISES: SAFETY

I. Every job has rules for safety to protect the workers and others within the job environment. Here are some things a nursing assistant can do to maintain a safe work environment:

1. Assist in case of fire or disaster.
2. Clean up spilled water, food, etc. right away.
3. Report defective equipment (anything that is not working correctly).
4. Apply restraints properly for the safety of the patients.
5. Avoid transmitting (passing along) infection by hands, uniform, food, equipment, linen, etc.
6. Keep hallways and stairways clear.
7. Be alert to unusual behavior in patients.
8. Keep floors clear of toys, newspapers, electrical cords, etc.

II. Write the number of the safety rule which applies to each of the following situations.

1. _____ Mr. Brown was smoking in bed and the sheet caught on fire.
2. _____ The old man in the wheelchair is slipping.
3. _____ Ms. Rodriguez threw the newspaper on the floor after she finished reading it.
4. _____ Johnny knocked over a glass of water.
5. _____ There are a stretcher, a cleaning cart, and two wheelchairs in the hallway.
6. _____ Mrs. Lee's buzzer isn't working.
7. _____ Sara didn't wash her hands before changing the dressing.
8. _____ Mr. Kowalski is pulling on the IV tube in his arm.
9. _____ Ms. Grossman is extremely restless this evening.

VESL VOCABULARY EXERCISES: JOB SKILLS

I. Look at the column labelled "Job Skills" on the chart on Page 38. Write or name some commun duties of a nursing assistant, starting with the word given. EXAMPLE:

Gives treatments as directed, for example: heat and cold applications

1. Transfers
2. Records
3. Prepares
4. Monitors
5. Assists
6. Provides
7. Serves
8. Uses
9. Collects

Nursing Assistant

Under the supervision of a licensed nurse, the Nursing Assistant:

Related Basic Skills

MATHEMATICS

- Uses addition, subtraction, multiplication, and division. To measure pulse rate, intake and output.
- Converts measurements into metrics and reverse.

SCIENCE

- Identifies the basic organization of the human body, its systems, structure, and functions.
- Applies the knowledge of gravity, movement, force and counter force to nursing care.
- Uses the principles of cleanliness to prevent the spread of disease.
- Identifies the principles of nutrition and how disease is prevented or controlled through diet.

COMMUNICATIVE ARTS

- Uses correct medical language and abbreviations.
- Uses computer skills. For example enters and receives patient information and orders supplies.
- Writes clearly and concisely on patients' charts and forms using correct grammar and spelling.
- Uses appropriate verbal and non-verbal communication with patients, co-workers, and supervisors.
- Reads materials related to the job.

Job Skills

- Provides personal care for patient, for example: bath, mouth and nail care, and back rubs.
- Measures body temperature, pulse, respiration, blood pressure, alertness, height, and weight.
- Prepares the patient for mealtime; serves trays; feeds and/or assists the patient in eating; and measures intake and output.
- Uses proper body mechanics when lifting, moving, or positioning the patient and when making the patient's bed.
- Gives treatments as directed, for example: heat and cold applications.
- Provides care for patient in a cast or traction; assists patient in performing joint motion exercises.
- Collects samples from bladder, bowel, and lungs; performs routine tests.
- Provides a clean, safe environment for the patient, monitors proper functioning of health care equipment.
- Provides basic emergency care. For example: first aid and CPR (cardiopulmonary resuscitation).
- Assists the licensed nurse in admitting and sending the patient home from the nursing unit, or transferring the patient from one room or unit to another.
- Provides supportive care for the dying patient and family; cares for the body after death.
- Reports, records, and acts upon all patient observations promptly and accurately.

Responsibility Skills

- Speaks and acts according to the rules and laws governing health care, for example: respects the patient's privacy.
- Works as a health care team member.
- Demonstrates respect for others' points of view.
- Demonstrates punctuality, dependability, and honesty.
- Follows instructions.
- Uses initiative and imagination to solve problems within the scope of the job.
- Maintains a neat and clean appearance and dresses appropriately.
- Works well under pressure; copes with differing work situations; accepts change and makes adjustments.
- Organizes work to promote effective and efficient use of time.
- Maintains good health.
- Displays sensitivity for how a person's background, especially culture, influences actions and reactions in the health care setting.

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II. Name six things a nursing assistant measures.

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________
6. ______________________________

III. What does a nursing assistant use body mechanics for? Circle the letter of all correct answers.

[✓ A)] lifting

B) collecting sputum specimens

C) positioning a patient

D) making a bed

E) admitting a patient

F) moving a patient

CNA Test 4

Vocabulary Matching

___ 1. geriatrics

___ 2. negligence

___ 3. inflammation

___ 4. medication

___ 5. intravenous infusion

___ 6. nutrition

___ 7. fracture

___ 8. life support system

___ 9. nausea

___ 10. isolation

a. need to vomit

b. IV

c. separated

d. break in bone

e. tissue reaction to injury

f. equipment used to sustain life

g. used for treatment of disease

h. food for growth and repair

i. failure to give care

j. care of the elderly

What Do They Mean?

___ 1. hand me

___ 2. so far

___ 3. assignment sheet

___ 4. strip the bed

___ 5. look out!

___ 6. temperature is normal

___ 7. linen

___ 8. flexible

___ 9. hemorrhage

___ 10. for the time being

a. 98.6

b. right now

c. bedclothes

d. bendable

e. large discharge of blood

f. up to this time

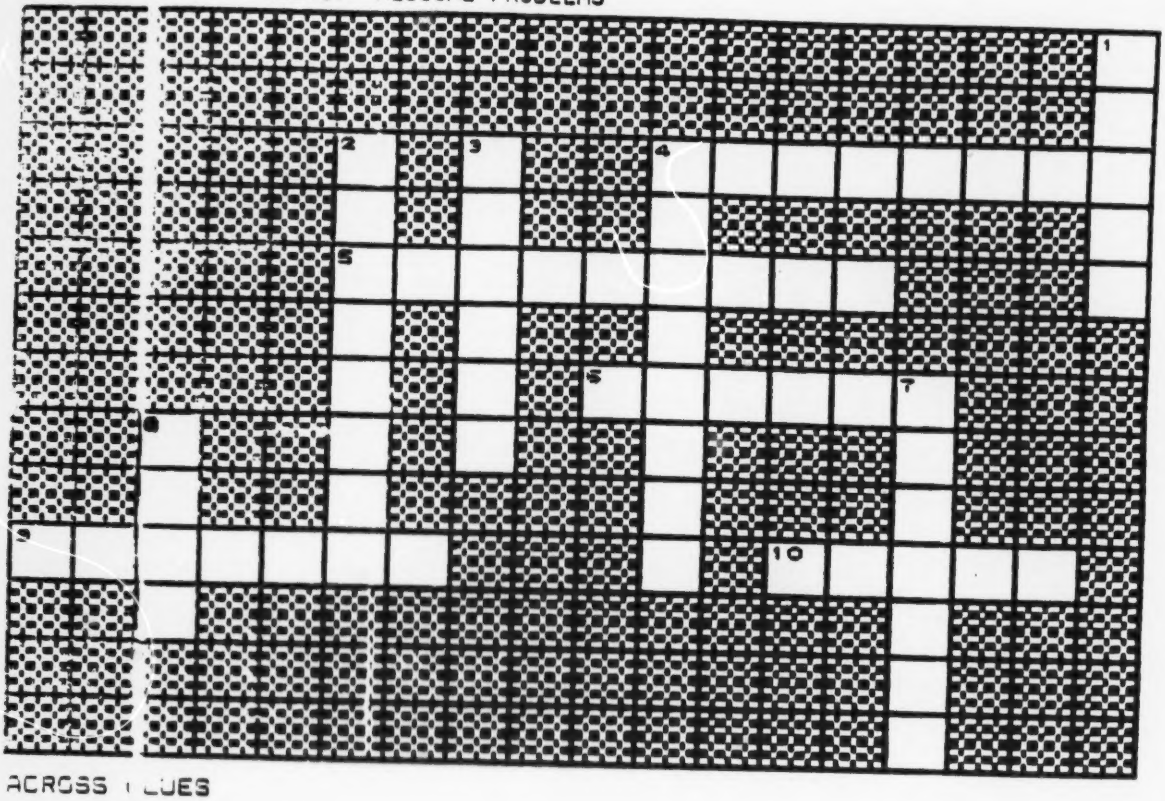
g. be careful

h. list of duties

i. give me

j. take off the linens

XVII. Crossword Puzzle: MEDICAL PROBLEMS



ACROSS CLUES

4. AIR OR MATTER BLOCKING A BLOOD VESSEL
5. A DISEASE OF THE JOINTS
6. A TISSUE OR ORGAN PUSHING THROUGH SURROUNDING WALLS
9. AN ABNORMAL CONDITION OF THE BODY : ILLNESS
10. SWELLING

DOWN CLUES

1. AN ABNORMAL GROWTH
2. DISEASE WITH INABILITY OF BODY TO USE SUGAR
3. A RESPIRATORY DISEASE
4. DISEASE OF THE NERVOUS SYSTEM
7. HYPERSENSITIVITY TO A CONDITION OR SUBSTANCE
8. RED BUMPS OR BLOTCHES ON THE SKIN

VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

XVIII. Put the words of the definition in the correct order.

EXAMPLE: extend: out/straighten/to

to straighten out

1. senility: because/weakness/and/aging/mind/of/body/in

2. ambulatory: walk/to/able

3. arrest: function/of/the/sudden/a/stopping

4. injury: or/damage/a/wound/to/person/a

5. medication: a/drug/substance/medical/or

6. range of motion: joints/of/to/movement/extent/the/fullest

7. culture: for/test/a/microorganisms

8. elimination: removal/body/the/of/wastes/from/the

CNA Test 2

Vocabulary Matching

___	1. bacteria	a. hard covering
___	2. communicable	b. wrap with cloth
___	3. bladder	c. taking a sample
___	4. cardiac arrest	d. correct use of muscles
___	5. body mechanics	e. awake
___	6. bandage	f. sac that holds urine
___	7. cast	g. heart attack
___	8. culturing	h. transferable
___	9. chronic	i. simple microbes
___	10. conscious	j. persisting for a long time

What Do They Mean?

___	1. look it up	a. get enough
___	2. at all	b. lock the bed rails
___	3. got over	c. falling
___	4. drape	d. recovered
___	5. slipping	e. change position
___	6. secure the rails	f. less difficult
___	7. meet your needs	g. bothered
___	8. adjust it	h. none
___	9. easier	i. to cover
___	10. disturbed	j. find something in the chart

XIX. Word Forms

A) Many of the nursing assistant terms will sometimes be used in slightly different form. Instead of the action word (verb), there may be a description (adjective), or a name for a situation or process (noun).

EXAMPLE: Kelly ambulates (verb) with assistance.

Kelly is an ambulatory (adjective) patient.

Early ambulation (noun) after surgery is usually helpful for recovery.

B) Study these nouns, verbs, and adjectives in the following list.

NOUN	VERB	ADJECTIVE
dilation	dilate	dilated
fracture	fracture	fractured
injury	injure	injured
medication	medicate	medicated
constriction	constrict	constricted
assessment	assess	assessed
constipation	constipate	constipated
paralysis	paralyze	paralyzed

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XIX. C) Sometimes there are only two commonly used forms:

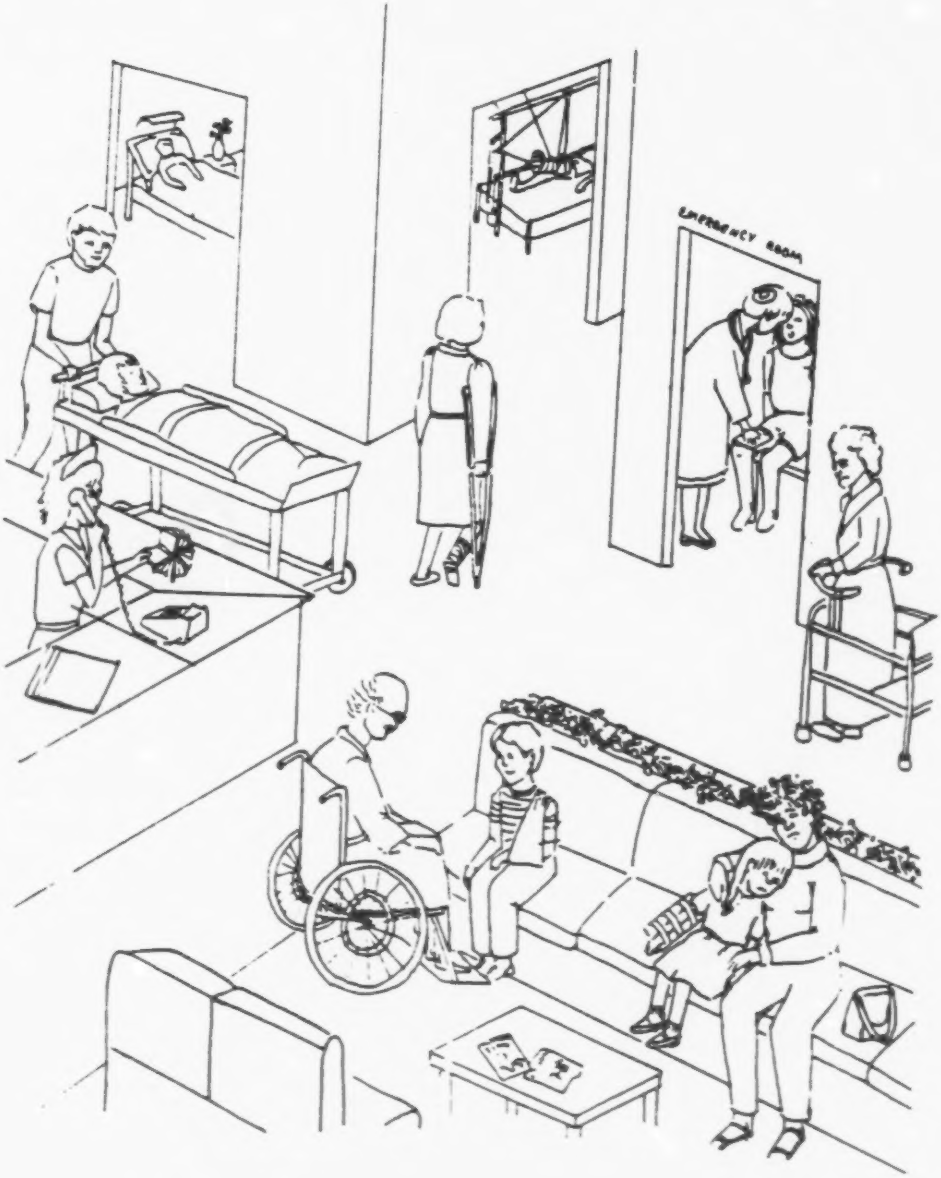
NOUN	VERB	ADJECTIVE
rectum	----	rectal
senility	----	senile
diagnosis	diagnose	----
urine	urinate	----
drainage	drain	----
exhaustion	----	exhausted
assistance	assist	----
assistant	assist	----

D) Exercise: Underline the correct form of the term.

1. Tom came to the hospital with a (fracture, fractured) pelvis.
2. The doctor prescribed different (medication, medicate, medicated) for the patient.
3. What is your (assessment, assess, assessed) of the situation?
4. The girl was (paralysis, paralyze, paralyzed) after the accident.
5. (Senility, Senile) is a problem of older people.
6. Where are you (injury, injure, injured)?
7. Did the doctors (diagnosis, diagnose) the condition?
8. That patient was (exhaustion, exhausted).
9. There is some (drainage, drain) from the wound.
10. Bill has to (urine, urinate).

XX. On the following picture, point to these things:

crutch
compress
cast
doctor
stretcher
sling
Kardex
splint
nursing assistant
traction



XXI. Memory Game: Study the illustration on Page 20, then try to answer the following questions.

1. In what position is the patient in the room with the flowers?
2. How many children are in the picture?
3. Where is the nurse?
4. What is the nursing assistant doing?
5. Who is in a wheelchair?
6. What is on the table in the lobby?
7. Where are the Kardex forms?
8. Name three things in the picture with wheels?

XXII. Labelling Game:

A) Study the full page illustration on Page 6.
B) Label the picture on Page 20 with as many terms as you can remember.
C) Check your labels against the original illustration on Page 6.

VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

I. Following are just a few of the common abbreviations used by nursing assistants. Study them and then do the exercises.

@	at
$\bar{c}$	with
$\bar{s}$	without
$\bar{p}$	after
$\bar{q}$	each, every
h	hour
B.M.	bowel movement
BRP	bathroom privileges
B.P.	blood pressure
cc	cubic centimeters
I & O	intake and output
I.V.	intravenous
PO	by mouth
NPO	nothing by mouth
PRN	as desired or needed
T.P.R.	temperature, pulse, respiration
wt.	weight
NA	nursing assistant
LPN	licensed practical nurse
RN	registered nurse
PT	physical therapist or therapy
DC	discontinue
ROM	range of motion
BR	bed rest
HS	hour(s) of sleep
L.M.P.	last menstrual period
Fx	fracture

II. Write the abbreviations for these words and phrases: EXAMPLE: @ at

1. ______ with
2. ______ hour
3. ______ licensed practical nurse
4. ______ cubic centimeter
5. ______ bed rest
6. ______ each, every
7. ______ physical therapy
8. ______ nothing by mouth
9. ______ intravenous
10. ______ after

VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

III. Write or say orally what the abbreviation stands for:

EXAMPLE: @ at

1. RN
2. BRP
3. wt.
4. I & O
5. ROM
6. $\bar{s}$
7. T.P.R.
8. B.M.
9. B.P.
10. PRN

IV. Circle at least 5 abbreviations on the Kardex form on the next page and explain what they stand for.

KARDEX FORM

DIET

NOURISHMENT - SPECIAL FEEDING

ALLERGIES

ACTIVITIES

___ COMPLETE BED REST
___ BED REST
___ BRP
___ UP AD LIB

BATH:

___ BATHE PATIENT
___ PARTIAL
___ BATHE SELF
___ TUB
___ SHOWER

I & O

CLINITEST

WEIGHT

B.P.

T.P.R.

X-RAY

SPECIAL EQUIPMENT OR PROSTHESIS

SPECIAL TESTS

LAB TESTS

IV'S

DATE	DC	STANDING MEDICATIONS	DATE	DC	PRN MEDICATIONS

TREATMENTS - STANDING & PRN

SURGERY:

CONSULTANT:

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V. On the following page, there is another Kardex form. Use the chart (Kardex) to do these activities:

A) Identify as many abbreviations as possible.

B) Make a list of as many of the vocabulary terms as you can recognize on the Kardex.

C) Make a list of other words on the Kardex that you do not know or understand.

1) Look up these new words in a dictionary.

2.) Learn to pronounce the new words.

D) Write the heading for the part of the Kardex where the following terms are found. EXAMPLE:

seizure precautions monitoring

1. physical therapy
2. date of last B.M.
3. isolation
4. up ad lib
5. allergies
6. feed self
7. B.P. $\overline{q}$
8. dangle
9. shower
10. incontinent

Patient Care Plan

FLOW SHEET

ADMISSION DATA

LERGIES (write in red)

RSONAL HISTORY

arital Status (Circle)

M S W D Sep

xt of Kin ____

lationship ____

one # ____

pendents ____

nguage Spoken ____

ligion ____

cupation ____

are of Diagnosis

Yes ____ No ____

YSICAL TRAITS

mission Weight ____

mission Height ____

Smoker ____ Non-Smoker

R. Handed ____ L. Handed

Limitation to Mobility ____

Difficulty Seeing

____ Left ____ Right

Glasses ____ Contacts

Difficulty Hearing

____ Left ____ Right

____ Hearing Aid

Difficulty Communicating

LI INFORMATION ____

IONAL TRAITS

ons to Stress ____

g Patterns

MONITORING

Weigh qd ____ other ____

Scale Used ____

____ TPR q̇ ____

____ BP q̇ ____

____ Clinitest ____

____ Pedal Pulses ____

____ Apical/Radial Pulse ____

____ Circulation Checks ____

____ Neuro Checks ____

____ Seizure Precautions

NUTRITION/FLUID BALANCE

DIET

Date Type

____ ____

____ ____

____ ____

____ Tube feeding

____ cc's q ____ hrs

NOURISHMENT

____ ____

____ ____

____ ____

ASSISTANCE REQUIRED

____ Feed self

____ Prepare Food

____ Needs assistance

____ To be fed

FLUID BALANCE

____ I & O q̇ ____

____ Restrict or Force to ____ cc

24/hours

7-3 ____ cc

3-11 ____ cc

11-7 ____ cc

____ IV Therapy (See IV Section)

ELIMINATION

____ Commode ____ Bedpan

____ Incontinent

____ Date of Last B.M. ____

____ Date of L.M.P. ____

____ Foley Reg & Tubing Change

DC Date ____ Time ____

____ Foley or Perineal Care

____ Bladder Irrigation

Type ____

DC Date ____ Time ____

HYGIENE

BATH ____ Bathe patient

____ Partial

____ Self

____ Tub

____ Shower

Oral hygiene ____

Appliances ____

Dentures ____ Upper

____ Lower

____ Partial

____ Bridges ____ Caps

Hair care ____

____ Shampoo

MOBILITY

____ Up ad lib

____ Bedrest

____ BRP

____ Dangle

____ Chair ____

____ Ambulate ċ assistance ____

____ Walker

____ Wheelchair ____

Other directives ____

____ Turn q̇ ____ hours

____ odd ____ even hours

____ High risk for pressure areas

Location ____

Special Equipment ____

SAFETY NEEDS

SIDE RAILS

____ HS Only

____ Constant

____ Additional Bottom Rails

____ Release Signed

RESTRAINTS

Type ____

SKIN TESTS

Date	Time	
PPD		
Cocci		

ISOLATION

CPD Called ____

Type ____

Date In ____

Date Out ____

RESOURCES

PHYSICAL THERAPY ____

OCCUPATIONAL THERAPY ____

SPEECH THERAPY ____

BEHAVORIAL HEALTH ____

REHABILITATION ____

SOCIAL SERVICE ____

PATIENT'S STAMP

ACUITY RATING

AREAS	PT 7-3
Mobility	
Nutrition	
Hygiene	
Elimination	
Medication	
IVs	
Procedures	
Psycho/Social Teaching	
GRAND TOTAL	
CATEGORY	

TEACHING NEEDS

DISCHARGE PLANNING ASSESSMENT

YES	NO	YES ANSWER INDICATES DCP NEED
____	____	AGE GREATER THAN 60
____	____	CHRONIC ILLNESS
____	____	CHANGE IN LIFE STYLE ILLNESS
____	____	MULTI-PROBLEMS
____	____	SPECIAL FAMILY/LIVING SITUATION
____	____	RECENT DISCHARGE

DCP BY NURSING ____ DCP TEAM REFERRAL ____

SIGNATURE ____

SPECIAL INSTRUCTIONS

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CNA Test 3

Vocabulary Matching

___	1. drape	a. hanging down
___	2. emesis	b. water injection into rectum
___	3. decubitus ulcer	c. agent used to kill germs
___	4. discharge	d. act of identifying disease
___	5. dangling	e. act of vomiting
___	6. dilate	f. bedsore
___	7. edema	g. to enlarge
___	8. disinfectant	h. cover
___	9. diagnosis	i. carried out as patient leaves facility
___	10. enema	j. excessive fluid in tissues

What Do They Mean?

___	1. check the Kardex	a. arrange a certain way
___	2. vital signs	b. record
___	3. oral	c. raise
___	4. remove your jewelry	d. secured at night
___	5. head of the bed	e. look at patient's records
___	6. position	f. group of symptoms
___	7. chart	g. temperature, pulse, blood pressure
___	8. elevate	h. front part
___	9. disease	i. take off earrings, etc.
___	10. side rails	j. pertaining to the mouth

I. Every job has rules for safety to protect the workers and others within the job environment. Here are some things a nursing assistant can do to maintain a safe work environment:

1. Assist in case of fire or disaster.
2. Clean up spilled water, food, etc. right away.
3. Report defective equipment (anything that is not working correctly).
4. Apply restraints properly for the safety of the patients.
5. Avoid transmitting (passing along) infection by hands, uniform, food, equipment, linen, etc.
6. Keep hallways and stairways clear.
7. Be alert to unusual behavior in patients.
8. Keep floors clear of toys, newspapers, electrical cords, etc.

II. Write the number of the safety rule which applies to each of the following situations.

1. _____ Mr. Brown was smoking in bed and the sheet caught on fire.
2. _____ The old man in the wheelchair is slipping.
3. _____ Ms. Rodriguez threw the newspaper on the floor after she finished reading it.
4. _____ Johnny knocked over a glass of water.
5. _____ There are a stretcher, a cleaning cart, and two wheelchairs in the hallway.
6. _____ Mrs. Lee's buzzer isn't working.
7. _____ Sara didn't wash her hands before changing the dressing.
8. _____ Mr. Kowalski is pulling on the IV tube in his arm.
9. _____ Ms. Grossman is extremely restless this evening.

VESL VOCABULARY EXERCISES: JOB SKILLS

I. Look at the column labelled "Job Skills" on the chart on Page 38. Write or name some commun duties of a nursing assistant, starting with the word given. EXAMPLE:

Gives treatments as directed, for example: heat and cold applications

1. Transfers
2. Records
3. Prepares
4. Monitors
5. Assists
6. Provides
7. Serves
8. Uses
9. Collects

Nursing Assistant

Under the supervision of a licensed nurse, the Nursing Assistant:

Related Basic Skills

MATHEMATICS

- Uses addition, subtraction, multiplication, and division. To measure pulse rate, intake and output
- Converts measurements into metrics and reverse

SCIENCE

- Identifies the basic organization of the human body, its systems, structure, and functions
- Applies the knowledge of gravity, movement, force and counter force to nursing care
- Uses the principles of cleanliness to prevent the spread of disease
- Identifies the principles of nutrition and how disease is prevented or controlled through diet

COMMUNICATIVE ARTS

- Uses correct medical language and abbreviations
- Uses computer skills. For example enters and receives patient information and orders supplies
- Writes clearly and concisely on patients' charts and forms using correct grammar and spelling
- Uses appropriate verbal and non-verbal communication with patients, co-workers, and supervisors.
- Reads materials related to the job

Job Skills

- Provides personal care for patient, for example: bath, mouth and nail care, and back rubs.
- Measures body temperature, pulse, respiration, blood pressure, alertness, height, and weight.
- Prepares the patient for mealtime; serves trays; feeds and/or assists the patient in eating; and measures intake and output.
- Uses proper body mechanics when lifting, moving, or positioning the patient and when making the patient's bed.
- Gives treatments as directed, for example: heat and cold applications
- Provides care for patient in a cast or traction; assists patient in performing joint motion exercises
- Collects samples from bladder, bowel, and lungs; performs routine tests
- Provides a clean, safe environment for the patient, monitors proper functioning of health care equipment
- Provides basic emergency care. For example: first aid and CPR (cardiopulmonary resuscitation).
- Assists the licensed nurse in admitting and sending the patient home from the nursing unit, or transferring the patient from one room or unit to another.
- Provides supportive care for the dying patient and family; cares for the body after death.
- Reports, records, and acts upon all patient observations promptly and accurately.

Responsibility Skills

- Speaks and acts according to the rules and laws governing health care, for example: respects the patient's privacy.
- Works as a health care team member.
- Demonstrates respect for others' points of view.
- Demonstrates punctuality, dependability, and honesty.
- Follows instructions.
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3. ______________________________
4. ______________________________
5. ______________________________
6. ______________________________

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[✓ A)] lifting

B) collecting sputum specimens

C) positioning a patient

D) making a bed

E) admitting a patient

F) moving a patient

CNA Test 4

Vocabulary Matching

___	1. geriatrics	a. need to vomit
___	2. negligence	b. IV
___	3. inflammation	c. separated
___	4. medication	d. break in bone
___	5. intravenous infusion	e. tissue reaction to injury
___	6. nutrition	f. equipment used to sustain life
___	7. fracture	g. used for treatment of disease
___	8. life support system	h. food for growth and repair
___	9. nausea	i. failure to give care
___	10. isolation	j. care of the elderly

What Do They Mean?

___	1. hand me	a. 98.6
___	2. so far	b. right now
___	3. assignment sheet	c. bedclothes
___	4. strip the bed	d. bendable
___	5. look out!	e. large discharge of blood
___	6. temperature is normal	f. up to this time
___	7. linen	g. be careful
___	8. flexible	h. list of duties
___	9. hemorrhage	i. give me
___	10. for the time being	j. take off the linens

KEY

CNA

VOCABULARY

PACKET

Name ______________________________

Date
Started ______________

Date
Completed ______________

Aseptic technique (ah-SEP-tick tek-NEEK)—technique used to destroy microorganisms and prevent their transmission

Aspirate (ASS-pih-rayt)—to withdraw

Aspiration (ass-pih-RAY-shun)—drawing foreign materials into the respiratory tract

Assault (ass-SALT)—attempt or threat to do violence to another

Assessment (ah-SESS-ment)—act of evaluating

Assimilate (ah-SIM-ih-layt)—absorb

Assistive devices (ah-SIS-tiv dih-VICE-es)—equipment used to help people be more effective in their physical activity

Asthma (AZ-mah)—chronic respiratory disease characterized by bronchospasms and excessive mucous production

Atelectasis (at-ee-LECK-tah-sis)—collapse of lung tissue

Atherosclerosis (ath-er-oh-skleh-ROH-sis)—degenerative process involving the lining of arteries, in which the lumen eventually narrows and closes; a form of arteriosclerosis

Atrium (AY-tree-um)—one of the two upper chambers of the heart

Atrophy (AT-roh-fee)—shrinking or wasting away of tissues

Attitude (AT-ih-tood)—an external expression of inner feelings about self or others

Auditory (AWE-dih-toh-ree)—hearing

Aura (AWE-rah)—peculiar sensation preceding the appearance of more definite symptoms in a convulsion or seizure

Aural temperature (AWE-ral TEM-per-ah-tyour)—temperature of tympanic membrane blood vessels within ear

Ausculatory gap (aws-KUL-ah-toh-ree gap)—sound fadeout for 1–15 mm Hg mercury pressure, which then begins again. Sometimes mistaken as the diastolic pressure

Autoclave (AWE-toh-klayv)—machine that sterilizes articles

Autoimmune (awe-toh-im-MYOUN)—presence of antibodies against component(s) of body

Automatic speech (awe-toh-MAT-ick speech)—involuntary speech associated with brain injury

Autonomic nervous system (awe-toh-NOM-ick NER-vus SIS-tum)—that portion of the nervous system that controls the activities of the organs

Autonomy (awe-TON-oh-mee)—self-determination

Axillae (ack-SILL-ee)—plural of axilla; armpits

Axillary (ACK-sih-lair-ee)—pertaining to the axilla

Axon (ACK-son)—extension of neuron that conducts nerve impulses away from the cell body

Bacilli (bah-SILL-eye)—rod-shaped bacteria

Bacteria (back-TEE-ree-ah)—a form of simple microbes

Bacteriocide (back-TEE-ree-oh-side)—agent that destroys bacteria

Balanced suspension skeletal traction (BAL-anst sus-PEN-shun SKEL-eh-tal TRACK-shun)—type of traction used to reduce serious fractures in which there is one primary line of traction and extra weight and ropes provide suspension and countertraction

Bargaining (BAR-gan-ing)—stage of the grieving process in which the individual seeks to form a pact that will delay death

Barrier (BAIR-ee-er)—gown, mask, or gloves or combination of these articles worn by health care providers to prevent contact with pathogens spread by blood and other body fluids

Baseline assessment (BAYS-line ah-SESS-ment)—initial observations of the patient and condition

Bath itch—condition that affects the less oily elderly skin; characterized by tiny red eruptions and itching

Battery (BAT-er-ee)—an unlawful attack upon another person

Benign (bee-NINE)—nonmalignant tumor

Bile (byl)—secretion of the liver, needed to prepare fats for digestion

Biohazard (bye-oh-HAZ-ard)—laboratory specimens or materials contaminated with body fluids and their containers that have the potential to transmit disease

Biological parent (bye-oh-LOJ-ih-kul PAIR-ent)—natural parent who contributed sperm or an ovum to the development of the fetus

Biopsy (BYE-op-see)—removal and examination of a piece of tissue from the living body

Bisexuality (bye-sex-you-AL-ih-tee)—having sexual interest in both sexes

Blood pressure (blud PRESH-ur)—pressure of blood exerted against vascular walls

Body language (BAH-dee LAN-gwihj)—use of facial expression, body positions, and vocal inflections to convey a message

Body mechanics (BAH-dee mih-KAN-icks)—using muscles correctly to move or lift heavy objects properly

Bolus (BOH-lus)—soft mass of food that is ready to be swallowed

Bowel (BOW-el)—intestine

Bowman's capsule (BOH-manz KAP-syoul)—tubule surrounding the glomerulus of the nephron

Box (square) corner (bahx [skwair] KOR-ner)—one type of corner used in the making of a hospital bed

Brachial artery (BRAY-kee-al ARE-ter-ee)—main artery of the arm

Bradycardia (brad-ee-KAR-dee-ah)—unusually slow heartbeat

Bridging (BRIHJ-ing)—supporting the body on either side of the affected area to relieve pressure on the area

Bronchitis (brong-KEYE-tis)—inflammation of the bronchi

Burnout (BURN-out)—loss of enthusiasm and interest in an activity

Bursae (BUR-see)—small sacs of fluid found around joints

Bursitis (bur-SIGH-tis)—condition in which the bursae become inflamed and the joint becomes very painful

Cachexia (kah-KEK-see-ah)—state of malnutrition, emaciation and debility, usually in the course of a prolonged illness

Calibrated (KAL-ih-bray-ted)—marked in increments (measured amounts)

Cancer (KAN-sir)—malignant tumor; malignancy

Capillary (KAP-ih-lair-ee)—hairlike blood vessel; link between arterioles and venules

Carbohydrates (kar-boh-HIGH-drayts)—energy foods; used by the body to produce heat and energy for work

Carbon dioxide (KAR-bon dye-OX-side)—gas that is a waste product in cellular metabolism

Carcinogen (kar-SIN-oh-jin)—agent capable of causing malignant changes in tissue

Carcinoma (kar-sih-NOH-mah)—malignant tumor made up of connective tissue enclosing epithelial cells

Cardiac arrest (KAR-dee-ack ah-REST)—sudden and often unexpected stoppage of effective heart action

Cardiac cycle (KAR-dee-ack SIGH-kul)—all (mechanical and electrical) events that occur between one heart contraction and the next

Cardiac decompensation (KAR-dee-ack dee-kom-pen-SAY-shun)—another name for congestive heart failure

Cardiogram (KAR-dee-oh-gram)—record of cardiac pulsation produced by cardiograph

Cardiopulmonary resuscitation (CPR) (kar-dee-oh-PULL-moh-nair-ee ree-sus-ih-TAY-shun) (see-pee-are)—emergency medical procedure undertaken to restart and sustain heart and respiratory functions

Care plan (kair plan)—nursing plan for care of resident in long-term care facility

Caries (KAIR-eez)—tooth decay or cavities

Cartilage (KAR-tih-lij)—type of body tissue

Cast (kast)—rigid covering to keep a joint or other body part immobile

Cataract (KAT-ah-ract)—opacity of the lens of the eye, resulting in loss of vision

Catastrophic reaction (kat-ah-STROH-fick ree-ACK-shun)—severe and unpredictable violent behavior of a person with dementia

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GLOSSARY

Abbreviation (ah-BREE-vee-ay-shun)—shortened form of a word or phrase

Abdomen (AB-doh-men)—area of trunk between thorax and pelvis

Abduction (ab-DUCK-shun)—movement away from midline or center

Abuse (ah-BYOUSE)—improper treatment or misuse

Accelerated (ack-SELL-er-ay-ted)—increased motion, as in pulse or respiration

Accommodation (ah-KOM-moh-day-shun)—adjustment

Acidosis (ah-sih-DOH-sis)—pathological condition resulting from accumulation of acid or depletion of alkaline reserves in the blood and body tissues

Acquired immune deficiency syndrome (AIDS) (ah-KWIRED ih-MYOUN dih-FISH-en-see SIN-drohm) (ayds)—an infectious disease caused by human immunodeficiency virus (HIV)

Active listening (ACK-tiv LISS-en-ing)—listening with personal involvement

Activities of daily living (ADL) (ack-TIV-ih-tees of DAY-lee LIV-ing) (ay-dee-ell)—the activities necessary for the resident to fulfill basic human needs

Acute (ah-KYOUT)—having severe symptoms

Adaptations (ad-dap-TAY-shuns)—adjustments

Adaptive equipment (ah-DAP-tiv ee-KWIP-ment)—items altered to make them easier to use by those with functional deficits

Addison's disease (AD-ih-sons dih-ZEEZ)—disease caused by the underfunctioning of the adrenal glands

Adduction (ad-DUCK-shun)—movement toward midline or center

ADL (ay-dee-ell)—activities of daily living

Admission (ad-MIH-shun)—procedure carried out when patient first arrives at the facility

Adoptive parent (ah-DOP-tiv PAIR-ent)—a person who is a parent through a legal adoption procedure

Advance directive (ad-VANS dih-RECK-tiv)—a document signed before the diagnosis of a terminal illness when the individual is still in good health, indicating the person's wishes regarding care during dying

Advocate (AD-voh-kit)—one who promotes the welfare of another

Aerobic (air-OH-bick)—microorganisms that live best where plenty of oxygen is available

AFB (ay-eff-bee)—acid-fast bacillus

Afterbirth (AF-ter-burth)—the placenta through which the unborn child is nourished

Agency (AY-jen-see)—a business or company

Agent (AY-jent)—a person or substance by which something is accomplished

Agitation (aj-ih-TAY-shun)—a state in which behavior is irregular and erratic

Aiding and abetting (AYD-ing and ah-BET-ing)—not reporting dishonest acts that are observed

Akinesia (ah-kih-NEE-zee-ah)—abnormal absence or poverty of movement

Alcoholism (AL-koh-hall-izm)—a dependency on alcohol

Alignment (ah-LINE-ment)—keeping a resident in proper position

Allergen (AL-er-jen)—substance that causes sensitivity or allergic reactions

Allergies (AL-er-jeez)—abnormal and individual hypersensitivities

Alveoli (al-VEE-oh-lee)—tiny air sacs that make up the bulk of the lungs

Alzheimer's disease (ALZ-high-mers dih-ZEEZ)—a neurological condition in which there is gradual loss of cerebral functioning

Ambulation (am-byou-LAY-shun)—ability to walk

Ambulatory (AM-byou-lah-tor-ee)—walking about

AM care (ay-em kair)—care given in the early morning when the patient first awakens

Amenorrhea (ah-MEN-or-ree-ah)—without menstruation

Amino acid (ah-MEAN-oh AH-sid)—basic component of proteins

Amniocentesis (am-nee-oh-sen-TEE-sis)—transabdominal perforation of the amniotic sac to obtain a sample of the amniotic fluid

Amniotic fluid (am-nee-OT-ick FLEW-id)—fluid in which the fetus floats in the mother's womb

Amniotic sac (am-nee-OT-ick sack)—sac enclosing the fetus suspended in amniotic fluid

Amputation (am-pyou-TAY-shun)—removal of a limb or other body appendage

Anaerobic (an-er-OH-bick)—organisms that grow best where there is little oxygen

Anaphylaxis (an-ah-fih-LACK-sis)—severe, sometimes fatal, sensitivity reaction

Anatomy (ah-NAT-oh-mee)—study of the structure of the human body

Ancillary (AN-sill-lar-ee)—offering or providing help

Anemia (ah-NEE-mee-ah)—deficiency of quality or quantity of red blood cells in the blood

Anesthesia (an-es-THEE-zee-ah)—loss of feeling or sensation

Aneurysm (AN-you-rizm)—sac formed by dilation of the wall of a blood vessel (usually an artery) and filled with blood

Angina pectoris (an-JYE-nah or AN-ih-nah PECK-tor-is)—acute pain in the chest caused by interference with the supply of oxygen to the heart

Anorexia (an-or-RECK-see-ah)—lack or loss of appetite for food

Anterior (an-TEER-ee-er)—in anatomy, in front of the coronal or ventral plane

Antibody (AN-tih-bod-ee)—a protein that is produced in the body in response to invasion by a foreign agent. It reacts specifically with the foreign agent

Anti-embolism hose (an-tih-EM-bohl-izm hohz)—elasticized stockings used to support the leg blood vessels

Antipyretic (an-tih-pie-RET-ick)—drug given to reduce an elevated body temperature

Antiseptic (an-tih-SEP-tick)—anti-infectious agent used on living tissue

Anuria (ah-NEW-ree-ah)—no urine

Anus (AY-nus)—outlet of the rectum lying in the fold between the buttocks

Apathy (AP-ah-thee)—indifference; lack of emotion

Apgar score (AP-gar skor)—method for determining an infant's condition at birth by scoring heart rate, respiratory effect, muscle tone, reflex irritability, and color

Aphasia (ah-FAY-zee-ah)—language impairment; loss of ability to comprehend normally

Apical pulse (AP-ih-kal puls)—pulse rate taken by placing stethoscope over tip of heart

Apnea (ap-NEE-ah)—period of no respiration

Apprehensive (ap-ree-HEN-siv)—fearful

Aquamatic K-Pad® (ack-kwah-MAT-ick KAY-ped)—commercial unit for applying heat or cold

ARC (AIDS related complex) (ay-are-see) (ayds ree-LAY-ted KOM-plex)—conditions suffered by persons who are HIV positive before true onset of AIDS

Arrest (ah-REST)—to stop suddenly

Arteriosclerosis (are-tee-ree-oh-skleh-ROH-sis)—general term meaning a narrowing of the blood vessels, which can result in subsequent tissue hypoxia and degeneration and hardening of the arterial walls and sometimes of the heart valves

Artery (ARE-ter-ee)—vessel through which the blood passes away from the heart to various parts of the body

Arthritis (are-THRIGH-tis)—joint inflammation

Ascites (ah-SIGH-teez)—fluid accumulation in the abdomen

Asepsis (ah-SEP-sis)—without infection

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Category-specific isolation precautions (KAT-ih-gor-ee spih-SIF-ick eye-soh-LAY-shun pree-KAW-shuns)—isolation precaution system that groups diseases that require similar isolation procedures

Catheter (KATH-ih-ter)—tube for evacuating or injecting fluids

Causitive agent (KAWZ-ah-tiv AY-jent)—etiology of a specific disease process

Cell (sell)—basic unit in the organization of living substances

Cellulose (SELL-you-lohs)—basic substance of all plant foods, which can supply the body with roughage

Celsius scale (SELL-see-us skale)—scale for measuring temperature

Centimeter (SEN-tih-mee-ter)—one-hundredth of a meter

Cerebellum (ser-eh-BELL-um)—portion of the brain lying beneath the occipital lobe; coordinates muscular activities and balance

Cerebrospinal fluid (ser-eh-broh-SPY-nal FLEW-id)—water cushion protecting the brain and spinal cord from shock

Cerebrovascular accident (ser-eh-broh-VASS-kyou-lar ACK-sih-dent)—stroke; disorder of the blood vessels of the brain resulting in impaired cerebral circulation

Cerebrum (SER-eh-brum)—largest part of the brain, consisting of two hemispheres separated by a deep longitudinal fissure; controls all mental activities

Cervical (SER-vih-kal)—pertaining to the neck

Cervix (SIR-vicks)—neck of the uterus

Chain of infection (chayn of in-FECK-shun)—process or events involved in the transmission and development of an infectious disease

Chancre (SHANG-ker)—shallow, craterlike lesion; primary lesion of syphilis

Character (of pulse) (KAIR-ack-ter of puls)—rhythm and volume of pulse

Chart—record of information concerning patient

Cheeking (CHEEK-ing)—storing food in one side of the mouth

Cheyne-Stokes respiration (chain-stohkes res-pih-RAY-shun)—periods of apnea alternating with periods of dyspnea

CHF (see-aytch-eff)—congestive heart failure

Cholecystectomy (koh-lee-sis-TECK-toh-mee)—surgical removal of a diseased gallbladder and stones

Cholecystitis (koh-lee-sis-TIE-tis)—inflammation of the gallbladder

Cholelithiasis (koh-lee-lih-THIGH-ah-sis)—formation of stones in the gallbladder

Chromosome (KROH-moh-sohm)—rod-shaped body appearing at time of cellular division in the nucleus; contains the genes or hereditary factors

Chronic (KRON-ick)—persisting over a long period of time

Chronologic (kron-oh-LOJ-ick)—in sequential order by date or age

Chyme (kighm)—semiliquid form of food as it leaves the stomach

Chymopapaine (kigh-moh-pah-PAY-in)—an enzyme used to dissolve the protein in a ruptured disc

Circ O lectric® bed (sirk-oh-LET-rick bed)—special kind of bed that is used when a patient cannot be turned within the bed

Circumcision (sir-kum-SIJ-un)—removal of the end of the prepuce by a circular incision

Clean-catch urine specimen (kleen katch YOU-rin SPES-ah-men)—sample of urine taken midstream after the patient has been specifically cleansed

Clean technique (kleen tek-NEEK)—technique that limits potential pathogens but does not ensure the destruction of all organisms

Client (KLIGH-ent)—resident

Client care record (KLIGH-ent kair RECK-ord)—documentation of care provided in the home situation

Climacteric (kligh-MAK-ter-ick)—menopause; the combined phenomena accompanying cessation of the reproductive function in the female or diminution of testicular activity in the male

Climax (KLIGH-max)—period of greatest intensity during sexual stimulation or intercourse

Clinical thermometer (KLIN-eh-kul ther-MOM-eh-ter)—instrument used to measure body temperature

Clitoris (KLIT-oh-ris)—small, cylindrical mass of erotic tissue; part of the external female reproductive organs analogous to the penis in the male

Closed bed (klohzd bed)—bed with sheets and spread positioned to the head of the bed; unoccupied

Closed (oblique) fracture (klohzd [ah-BLEEK] FRACK-sure)—fracture in which bones remain in proper alignment

CNS (see-en-ess)—central nervous system

Cocci (KOCK-sigh)—round bacteria

Cognitive (KOG-nih-tiv)—mental

Coitus (KOH-ih-tus)—sexual intercourse; copulation

Colloidal (kuh-LOY-dal)—pertaining to a colloid (gelatinous substance)

Colon (KOH-lon)—large intestine

Colony (KAWL-oh-nee)—group of organisms derived from a single organism

Colostomy (koh-LAHS-toh-me)—artificial opening in the abdomen for the purpose of evacuation of feces

Colostrum (kuh-LAWS-trum)—secretion from the lactiferous glands of the mother before the onset of true lactation two or three days after delivery of a baby

Colporrhaphy (kohl-POOR-ah-fee)—suturing of the vagina; surgical procedure used to tighten vaginal walls

Comatose (KOH-mah-tohs)—unconscious; in a coma

Combining form (kom-BYN-ing form)—word part that can be used with other word parts to form a variety of new words

Comminuted fracture (KOM-ih-new-ted FRACK-shur)—fracture in which the bone is broken or crushed into small pieces

Commode (kum-MOHD)—portable toilet

Communicable (kuh-MYOU-nih-kah-bul)—capable of being transferred from one person to another directly or indirectly; for example, infectious disease

Communication (kuh-myou-nih-KAY-shun)—exchanging messages

Compensation (kom-pen-SAY-shun)—in psychology, the act of seeking a substitute for something unacceptable or unattainable

Competency (KOM-peh-ten-see)—capability

Complete fracture (kom-PLEET FRACK-shur)—separation of the ends of bone at the fracture site

Compound fracture (kom-pownd FRACK-shur)—fracture in which the broken bone protrudes through the skin

Comprehension (kom-prih-HEN-shun)—capacity of the mind for understanding

Compression fracture (kom-PRESH-un FRACK-shur)—fracture in which bone is crushed

Confidential (kon-fih-DEN-shall)—keeping what is said or written to oneself; private; nonsharing

Congenital (kon-JEN-ih-tal)—condition present at birth

Congestive heart failure (kon-JES-tiv hart FAIL-your)—condition resulting from cardiac output inadequate for physiological needs, with shortness of breath, edema, and abnormal retention of sodium and water in body tissues

Conjunctiva (kon-junk-TIGH-vah)—mucous membrane that lines the eyelids and covers the eye

Connective tissue (kuh-NECK-tiv TISH-you)—tissue that holds other tissues together and provides support for organs and other body structures

Constipation (kon-stih-PAY-shun)—difficulty in defecating

Constriction (kon-STRICK-shun)—narrowing; compression

Contaminated (kon-TAM-ih-nay-ted)—unclean; impure; soiled with germs

Continent (KON-tih-nent)—able to control elimination of feces and urine

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Continuum (kon-TIN-you-um)—continuous related series of events or actions

Contract (KON-tract)—agreement between two or more people, especially one that is written

Contracture (kon-TRACK-shur)—permanent shortening or contraction of a muscle due to spasm or paralysis

Contraindicated (kon-trah-IN-dih-kay-ted)—harmful remedy or treatment

Convalescent home (kon-vah-LESS-ent hohm)—long-term care facility

Convulsion (kon-VUL-shun)—involuntary muscle spasm

COPD (see-oh-pee-dee)—chronic obstructive pulmonary disease; for example, pulmonary emphysema

Coping (KOHP-ing)—handling or dealing with stress

Copulation (kop-you-LAY-shun)—sexual intercourse; coitus

Cornea (KOR-nee-ah)—transparent portion of the eye through which light passes

Coronary embolism (KOR-uh-nair-ee EM-boh-lizm)—blood clot lodged in a coronary artery

Coronary occlusion (KOR-uh-nair-ee uh-KLEW-zhun)—closing off of a coronary artery

Coronary thrombosis (KOR-uh-nair-ee throm-BOH-sis)—blood clot within the vessel

Cortex (KOR-tex)—outer portion of a kidney

Countertraction (kown-ter-TRACK-shun)—providing opposing balance to traction; used in reduction of fractures

Cranial (KRAY-nee-al)—pertaining to the cranium or skull

Critical list (KRIT-ih-kul list)—list that patients are placed on when they are dangerously or terminally ill

Croupette (krew-PET)—type of crib that is enclosed to provide moisture and/or oxygen to an infant or child

Cryosurgery (kry-oh-SIR-jer-ee)—destruction of tissue by application of extreme cold

Culturing (KUL-tyour-ing)—taking a sample from the affected area to discover the cause of infection by growing the organisms

Cushing's syndrome (KUSH-ingz SIN-drohm)—condition that results from an excess level of adrenal cortex hormones

Cuticle (KYOU-tih-kul)—base of the fingernail

CVA (see-vee-ay)—cerebrovascular accident

Cyanosis (sigh-ah-NOH-sis)—bluish skin discoloration caused by lack of oxygen

Cystitis (sis-TIE-tis)—inflammation of the urinary bladder

Cystocele (SIS-toh-seel)—bladder hernia

Cystoscopy (sis-TOS-koh-pee)—procedure using cystoscope for visualization of the urinary bladder, ureter, and kidney

Cytoplasm (SIGH-toh-plazm)—protoplasm of a cell outside the nucleus

Dangling (DANG-gling)—sitting up with legs hanging over the edge of the bed

Day care center (day kair SEN-ter)—place where senior citizens may go for various services

Debilitating (dee-BILL-ih-tayt-ing)—weakening

Debride (day-BREED)—to remove foreign material and devitalized tissue

Debridement (day-BREED-ment)—removal of foreign matter or devitalized tissue

Deconditioning (dee-kon-DISH-un-ing)—reversing a learned response

Decubitus (pl. decubiti) ulcer (dee-KYOU-bih-tus [dee-KYOU-bih-tie] UL-sir)—dermal ulcer, bedsore or pressure sore

Defamation (def-eh-MAY-shun)—something harmful to the good name or reputation of another; slander

Defecation (def-eh-KAY-shun)—bowel movement that expels feces

Defense mechanism (dee-FENS MECK-ah-niz-em)—psychological reaction or technique for protection against a stressful environmental situation or anxiety

Degeneration (dee-jen-er-AY-shun)—deterioration of tissues from a more to less functional status

Degenerative joint disease (dee-JEN-er-ah-tiv joynt dih-ZEEZ)—deterioration of the tissues of the joints

Dehydration (dee-high-DRAY-shun)—excessive water loss

Delirium (dih-LEER-ee-um)—disordered mental condition in which speech is incoherent, fever may occur, and illusions, delusions, and hallucinations may be experienced

Delusion (dee-LEW-zhun)—false belief

Dementia (dee-MEN-she-ah)—progressive mental deterioration due to organic brain disease

Dendrite (DEN-dryt)—branch of a neuron that conducts impulses toward the cell body

Denial (dih-NIGH-al)—unconscious defense mechanism in which an occurrence or observation is refused recognition as reality in order to avoid anxiety or pain

Dentures (DEN-churz)—artificial teeth

Depilatory (dee-PILL-ah-tor-ee)—substance used to remove body hair

Depreciate (dih-PREE-she-ayt)—treat as being of less value

Depressant (dee-PRESS-ant)—drug that slows down body functions

Depression (dee-PRESH-un)—morbid sadness or melancholy

Dermal ulcer (DER-mul UL-sir)—bedsore or decubitus ulcer

Development (dee-VEL-op-ment)—gradual growth

Developmental milestones (dee-vel-op-MEN-tal MYL-stohns)—achieving specific skills at a particular age level

Developmental tasks (dee-vel-op-MEN-tal tasks)—in psychology, tasks that are normally carried out as steps in personality development

Diabetes mellitus (die-ah-BEE-teez MEL-ih-tus)—disorder of carbohydrate metabolism

Diabetic coma (die-ah-BET-ick KOH-mah)—comatose state of acidosis due to diabetes mellitus

Diagnosis (die-ahg-NOH-sis)—art or method of identifying or recognizing a disease

Dialysis (die-AL-ih-sis)—diffusion of solutes through a semipermeable membrane, passing from an area of higher concentration to an area of lower concentration

Diaphoresis (die-ah-foh-REE-sis)—profuse sweating

Diarrhea (die-ah-REE-ah)—watery stool

Diastole (die-AS-toh-lee)—period during which the heart muscle relaxes and the chamber fills with blood

Diastolic pressure (die-ah-STOL-ick PRESH-ur)—refers to period of cardiac ventricular relaxation

Diathermy (DIE-ah-ther-mee)—treatment with heat

Digestion (die-JEST-shun)—process of converting food into an assimilable form

Dilate (DIE-layt)—to enlarge, as capillaries

Dilation stage (die-LAY-shun stayj)—stage of labor in which the opening to the cervix enlarges

Diplo- (DIP-loh)—arranged in pairs, such as diplococci; bacteria that are arranged in groups of two

Direct cause (of disease) (die-RECT kaws [of dih-ZEEZ])—immediate or exact cause of a disease process

Directive (die-RECK-tiv)—serving or qualified to direct; statement of direction

Disability (dis-ah-BILL-ih-tee)—persistent physical or mental defect or handicap

Discharge (dis-CHARJ)—procedure carried out as the patient leaves the hospital

Disease (dih-ZEEZ)—definite marked process having a characteristic train of symptoms

Disease-specific isolation precautions (dih-ZEEZ spih-SIF-ick eye-soh-LAY-shun pree-KAW-shuns)—system of isolation precautions that considers precautions for each disease individually

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Disinfectant (dis-in-FECK-tant)—agent that kills germs

Disinfection (dis-in-FECK-shun)—process of destroying pathogenic organisms or agents

Disk—flat plate on which computer information is stored

Disorientation (dis-oh-ree-en-TAY-shun)—loss or recognition of time, place, or people

Displacement (dis-PLAYZ-ment)—unconscious defense mechanism in which an emotion, such as anger, is directed at the wrong person

Disposable (dis-POSE-ah-bul)—not reusable after one use

Disruption (dis-RUP-shun)—interference with the normal progress of events

Distal (DIS-tal)—farthest away from a central point, such as point of attachment of muscles

Distention (dis-TEN-shun)—the state of being stretched out (distended)

Diuresis (die-you-REE-sis)—increase of output of fluids by the kidneys

Diurnal (die-UR-nal)—daily

Diverticula (die-ver-TICK-you-lah)—small blind pouches that form in the lining and wall of the colon

Diverticulitis (die-ver-tick-you-LIE-tis)—inflammation of diverticula

Diverticulosis (die-ver-tick-you-LOH-sis)—presence of many diverticula

DNR (dee-en-are)—do not resuscitate when cardiac and respiratory arrest occur

Dorsal (DOR-sal)—posterior or back

Dorsal lithotomy position (DOR-sal lih-THOT-oh-mee pih-ZISH-en)—person is positioned on back with knees flexed and well separated; feet are usually in stirrups

Dorsal recumbent position (DOR-sal ree-KUM-bent pih-ZISH-en)—person is flat on back, knees flexed and slightly separated with feet flat on bed

Dorsiflexion (dor-sih-FLECK-shun)—toes pointed up

Double bagging (DUB-ul BAG-ging)—technique in which a contaminated article is placed in a plastic bag that is then placed in a second protective covering to prevent transmission of infectious organisms

Drainage (DRAYN-aj)—systematic withdrawal of fluids and discharges from wounds, sores, or body cavities

Drawsheet (DRAW-sheet)—sheet folded under the patient and extending from above the shoulder to below the hips

DRG (dee-are-jee)—diagnosis-related grouping

Drip chamber (drip CHAYM-ber)—part of the IV equipment found between the bag of solution and the tube leading to the patient

DSD (dee-ess-dee)—dry, sterile dressing

Due date (dew dayt)—expected date of delivery

Duodenal ulcer (dew-oh-DEE-nal UL-sir)—ulcer on the mucosa of the duodenum due to the action of gastric juice

Dura mater (DEW-rah MAY-ter)—outer layer of the brain and spinal cord

Dyscrasia (dis-KRAY-zee-ah)—abnormality or disorder of the body

Dysmenorrhea (dis-men-oh-REE-ah)—painful menstruation

Dyspepsia (dis-PEP-see-ah)—indigestion

Dysphagia (dis-FAY-jee-ah)—difficulty in swallowing

Dyspnea (DISP-nee-ah)—difficult or labored breathing

Dysuria (dis-YOU-ree-ah)—painful voiding

Edema (eh-DEE-mah)—excessive accumulation of fluid in the tissues

Efface (eh-FAYS)—thinning of the cervix during labor

Ejaculation (ee-jack-you-LAY-shun)—forcible, sudden expulsion of semen from the male penis

EKG (ee-kay-jee)—electrocardiogram. *See* Cardiogram

Elasticity (ee-las-TIS-ih-tee)—ability to stretch

Electrolytes (ee-LECK-troh-lights)—compounds that play an essential role in regulating body chemistry

Electronic thermometer (ee-leck-TRON-ick ther-MOM-eh-ter)—battery-operated clinical thermometer that uses a probe and records the temperature on a viewing screen in a few seconds

Elimination (ee-lim-ih-NAY-shun)—excretion; discharge from the body of indigestible materials and of waste products of body metabolism

Embolus (EM-boh-lus)—mass of undissolved material carried in the bloodstream and frequently causing obstruction of a vessel

Emesis (EM-eh-sis)—act of vomiting

Emesis basin (EM-eh-sis BAY-sin)—utensil for catching vomitus

Emollient (ee-MOL-ee-ent)—agent that softens and soothes the part when applied locally

Empathy (EM-pah-thee)—intellectual understanding of something in another person that is foreign to one's self

Emphysema (em-fih-SEE-mah)—chronic obstructive pulmonary disease in which the alveolar walls are destroyed

Endocrine gland (EN-doh-krin gland)—gland that secretes hormonal substances directly into the bloodstream; ductless gland

Endometrium (en-doh-MEE-tree-um)—mucous membrane lining the inner surface of the uterus

Endoscope (EN-doh-skohp)—instrument for examining the interior of the body

Enema (EN-eh-mah)—injection of water into the rectum and colon; used to help the bowels eliminate feces

Epidermis (ep-ih-DER-mis)—top layer of skin

Epididymis (ep-ih-DID-ih-mis)—elongated, cordlike structure along the posterior border of the testes in the ducts of which the sperm is stored

Epilepsy (EP-ih-lep-see)—noninfectious disorder of the brain manifested by episodes of motor and sensory dysfunction, which may or may not be accompanied by convulsions and unconsciousness

Episiotomy (eh-piz-ee-OT-oh-mee)—incision of the perineum at the end of the second stage of labor to avoid tearing of the perineum

Epithelium (ep-ih-THEE-lee-um)—tissues characterized by tightly packed cells with a minimum of intracellular material; forms epidermis and lines all hollow organs and passages of respiratory, digestive, and genitourinary systems

Equilibrium (ee-kwih-LIB-ree-um)—sense of balance

Erythrocyte (eh-RITH-roh-sight)—red blood cell

Eschar (ES-kar)—slough of tissue produced by burning or by a corrosive application

Estrogen (ES-troh-jen)—hormone produced by ovaries

Ethical code (ETH-ih-kal kohd)—rules of moral, responsible conduct

Etiology (ee-tee-OL-oh-jee)—cause of a disease

Eustachian tube (you-STAY-kee-an tewb)—auditory tube; leads from the middle ear to the pharynx

Evaluation (ee-val-you-AY-shun)—judgment

Eversion (ee-VER-zhun)—turning outward

Exchange list (ecks-CHAYNJ list)—list of measured foods that allows equivalent exchanges between foods within a designated food group

Excise (eck-SIZE)—remove by cutting

Excoriated (ecks-KOR-ee-ay-ted)—superficial loss of substance such as that produced by scratching the skin

Excreta (ecks-KREE-tah)—excretions such as feces

Expectorate (eck-SPECK-toh-rayt)—to spit (to bring up sputum)

Expiration (ecks-pih-RAY-shun)—exhalation

Expulsion stage (eck-SPUL-shun stayj)—stage of labor and delivery during which the fetus is expelled

Extended care facility (ecks-TEN-ded kair fah-SILL-ih-tee)—long-term care facility

Extension (ecks-TEN-shun)—movement by which the two ends of any jointed part are drawn away from each other

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External urinary meatus (ecks-TER-nal YOU-rin-air-ee mee-AY-tus)—opening to the outside of the urethra

Facility (health care) (fah-SILL-ih-tee [hellth kair])—an agency that provides health care

Fahrenheit scale (FAR-en-hight skale)—scale used in the United States and England to express temperature

Fallopian tube (fal-LOH-pee-an tewb)—*See* Oviduct

False imprisonment (fawls im-PRIH-sonment)—unlawfully restraining another

Fanfold (FAN-fold)—procedure for folding a sheet

Fasting (FAST-ing)—act of not eating

Fats—nutrient used to store energy

Fecal impaction (FEE-kul im-PACK-shun)—condition in which feces are wedged tightly in the bowel

Feces (FEE-sees)—semisolid waste eliminated from the body

Femur (FEE-mur)—thigh bone

Fetoscopy (fee-TOS-koh-pee)—examination of the fetus while in utero

Fetus (FEE-tus)—child in utero from the third month to birth

Fever (FEE-ver)—abnormally high body temperature

First aid—emergency care and treatment of an injured person before complete medical and surgical care can be secured

Flagged (flagd)—marked in a special way to call attention to it

Flatulence (FLAT-you-lens)—excessive gas in the stomach and intestines

Flatus (FLAY-tus)—gas or air in the stomach or intestines; air or gas expelled by way of any body opening

Flexible (FLECK-sih-bul)—ability to bend in different directions

Flexion (FLECK-shun)—decreasing the angle between two bones

Flora (FLOH-rah)—normal population of organisms found in a given area

Flowmeter (FLOH-mee-ter)—instrument for controlling gas flow in oxygen equipment

Flow rate (floh rayt)—rate at which oxygen or liquids are administered to the patient

Foley catheter (FOH-lee KATH-eh-ter)—indwelling catheter placed in the urinary bladder to remove urine continuously

Fomite (FOH-might)—any object contaminated with germs, and thus able to transmit disease

Footboard (FOOT-bord)—appliance placed at the foot of the bed so the feet rest firmly against it and are at right angles to the legs

Forcing fluids (FORS-ing FLEW-ids)—notation meaning the patient must be encouraged to take as much fluid as possible

Foreskin (FOR-skin)—prepuce; loose tissue covering the penis and clitoris

Foster parent (FOS-ter PAIR-ent)—parent figure assigned by an agency

Fracture (FRACK-shur)—break in the continuity of bone

Frequency (FREE-kwen-see)—occurrence repeated often

Fundus (FUN-dus)—portion of uterus superior to point of entrance of oviducts

Fungus (FUN-gus)—class of organisms to which mold and yeast belong

Fusion (FYOU-zhun)—combining into a single unit

Gait belt (gayt bellt)—belt placed around the patient's waist to assist in ambulation

Gallbladder (GAWL-blad-der)—small, saclike organ in which bile is stored; found on the underside of the liver

Gangrene (GANG-green)—death and putrefaction of body tissue caused by stoppage of circulation of blood to an area

Gastrectomy (gas-TRECK-toh-mee)—surgical removal of part or all of the stomach

Gastric (GAS-trick)—pertaining to the stomach

Gatch bed—bed fitted with a jointed back rest and knee rest; patient can be raised to a sitting position and kept in that position

Gavage (gah-VAHZH)—feeding through a tube

General anesthetic (JEN-er-al an-es-THET-ick)—gas that induces a state of unconsciousness and insusceptibility to pain

Genes (jeenz)—units of heredity arranged into a linear fashion along a chromosome

Genetic (jeh-NET-ick)—pertaining to or carried by a gene or genes

Genital (JEN-ih-tul)—pertaining to reproduction

Genitalia (jen-ih-TAIL-ee-ah)—reproductive organs

Geriatrics (jer-ee-AT-ricks)—care of the elderly

Gerichair (JER-ee-chair)—chair or wheelchair with table or tray attached to it

Germs (jerms)—pathogenic microorganisms

Gestational age (jes-TAY-shun-al ayj)—age of development of a new individual within the uterus from conception to birth

Glaucoma (glaw-KOH-mah)—increased intraocular pressure that ultimately results in loss of vision

Glomeruli (gloh-MER-you-lie)—blood vessels that branch to form balls of capillaries in the cortex

Glossary (GLOSS-ah-ree)—alphabetical list of terms and explanations

Glucometer (glew-KOM-eh-ter)—instrument used to measure the level of blood sugar

Glucose (GLEW-kohs)—simple sugar; also called dextrose

Glycogen (GLIGH-koh-jen)—polysaccharide that is the chief carbohydrate storage material

Glycosuria (gligh-koh-SOO-ree-ah)—sugar in the urine

Gonads (GOH-nads)—reproductive organs; ovaries and testes

Gonorrhea (gon-oh-REE-ah)—sexually transmitted disease that causes an acute inflammation

Grand mal seizure (grand mawl SEE-zhur)—major epileptic seizure attended by loss of consciousness and convulsive movements

Graphic chart (GRAF-ick chart)—patient care record on which vital signs and sometimes other information are recorded

Greenstick fracture (green-stick FRACK-shur)—breaking of a bone on one side only, most often seen in children

Groin (groyn)—depression between the thigh and trunk

Gurney (GUR-nee)—equipment used to transport a patient; a stretcher

Halitosis (hal-ih-TOH-sis)—offensive odor to breath

Hallucination (hah-loo-sih-NAY-shun)—idea or perception that is not based on reality

Hand-over-hand technique (hand oh-ver hand tek-NEEK)—technique in which an instructor or care giver places his or her hand over the hand of a learner or patient to guide an activity

Harvest (HAR-vest)—to remove donor organs

Health (hellth)—state of physical, mental, and social well-being

Heart (hart)—hollow, muscular organ lying slightly to the left of the midline of the chest

Hematuria (hem-ah-TOO-ree-ah)—blood in the urine

Hemiplegia (hem-ee-PLEE-jee-ah)—paralysis on one side of the body

Hemoptysis (he-MOP-tih-sis)—expectoration of blood

Hemorrhage (HEM-or-ij)—escape of blood from blood vessels

Hemorrhoids (HEM-oh-royds)—varicose veins in the rectum

Hepatitis B virus (HBV) (hep-ah-TIE-tis bee VY-rus) (aytch-bee-vee)—organism that causes a serious form of infectious liver inflammation

Herniation (her-nee-AY-shun)—abnormal protrusion of an organ or other body structure

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Hernia (HER-nee-ah)—protrusion or projection of a stomach organ through the wall or cavity that normally contains it

Herniorrhaphy (her-nee-OR-ah-fee)—surgical operation for hernia

Herpes simplex (HER-peez SIM-plex)—acute infectious viral disease

Hiatal hernia (high-AY-tal HER-nee-ah)—protrusion of a stomach portion through the esophageal hiatus of the diaphragm

Home health assistant (hohm hellth ah-SIS-tant)—nursing assistant who practices under supervision in a client's home

Home health services (hohm hellth SIR-vih-sez)—help provided after an acute hospitalization

Homemaker assistant (HOHM-may-ker ah-SIS-tant)—person who provides home management help to a client in the client's home

Horizontal recumbent position (hor-ih-ZON-tal ree-KUM-bent poh-ZISH-un)—patient is positioned flat on the back, arms extended by the sides, and legs extended

Hormone (HOR-mohn)—secretion of endocrine gland; substance produced by endocrine gland

Hospice (HOS-piss)—special facility or arrangement to provide care of terminally ill people

Hospital (HOS-pit-ul)—facility for the care of the sick or injured

Host (hohst)—animal or plant that harbors another organism

Human immunodeficiency virus (HIV) (HUE-man im-myou-noh-dee-FISH-en-see VY-rus) (aytch-eye-vee)—virus that causes acquired immunodeficiency disease (AIDS)

Hydrochloric acid (high-droh-KLOR-ick AH-sid)—acid produced by the stomach

Hydronephrosis (high-droh-neh-FROH-sis)—increasing pressure of urine that causes pressure on the kidney cells and results in their destruction

Hyperalimentation (high-per-al-ih-men-TAY-shun)—technique in which high density nutrients are introduced into a large vein

Hyperbaric chamber (high-per-BAIR-ick CHAYM-ber)—sealed enclosure for the raising of the level of oxygen in a patient's tissues

Hypercalcemia (high-per-kal-SEE-mee-ah)—excess calcium in the bloodstream

Hyperextension (high-per-ecks-TEN-shun)—excessive extension (straightening) of a limb or part

Hyperglycemia (high-per-gligh-SEE-mee-ah)—excessive levels of blood sugar

Hyperopia (high-per-OH-pee-ah)—farsightedness

Hypersecretion (high-per-see-KREE-shun)—excessive secretion

Hypersensitivity (high-per-sen-sih-TIV-ih-tee)—state of altered reactivity in which the body reacts to a foreign agent more strongly than normal or in an abnormal way

Hypertension (high-per-TEN-shun)—high blood pressure

Hyperthermia (high-per-THER-mee-ah)—greatly increased temperature

Hyperthyroidism (high-per-THIGH-royd-izm)—excessive functioning of the thyroid gland

Hypertrophy (high-PER-troh-fee)—increase in the size of an organ or structure that does not involve tumor formation

Hypochondriasis (high-poh-kon-DRY-ah-sis)—abnormal concern about one's health

Hypoglycemia (high-poh-gligh-SEE-mee-ah)—abnormally low level of sugar in the blood

Hyposecretions (high-poh-sih-KREE-shuns)—less than normal production of secretions

Hypotension (high-poh-TEN-shun)—low blood pressure

Hypothermia (high-poh-THER-mee-ah)—greatly reduced temperature

Hypothyroidism (high-poh-THIGH-royd-izm)—condition due to deficiency of the thyroid secretion, resulting in a lower basal metabolism

Hypoxia (high-POX-ee-ah)—lack of adequate oxygen supply

Hysterectomy (his-teh-RECK-toh-mee)—surgical removal of the uterus

I

Icon (EYE-kon)—image or figure. As used in this text, refers to images used on computers that represent various functions

ICU (intensive care unit) (eye-see-you) (in-TEN-siv kair YOU-nit)—hospital unit that provides care for critically ill patients

Ileostomy (ill-ee-OS-toh-mee)—incision of the ileum

Illusion (il-LOO-zhun)—mental impression derived from misinterpretation of an actual sensory stimulus

Immobilization (im-moh-bill-ih-ZAY-shun)—making of a part or limb immovable, usually in a cast

Immune response (im-MYOUN rih-SPONS)—response of the body to elements recognized as nonself with the production of antibodies and the rejection of the foreign material

Immunization (IM-myou-nigh-zay-shun)—process of making a person more resistant to an infectious agent

Impaction (im-PACK-shun)—condition of being tightly wedged into a part (as feces in the bowel)

Implementation (im-plih-men-TAY-shun)—to put into effect

Impotence (IM-poh-tens)—inability to perform sexually

Incarcerated (strangulated) hernia (in-KAR-sir-ayt-ed [STRANG-you-lay-ted] HER-nee-ah)—abnormal constriction of part of the intestinal tract that has herniated

Incentive spirometer (in-SEN-tiv spih-ROM-eh-ter)—apparatus that is used to encourage better ventilation

Incontinence (in-KON-tih-nens)—inability to control defecation or urination

Incontinent (in-KON-tih-nent)—act of defecating or urinating uncontrollably

Increment (IN-kreh-ment)—amount of increase in measurements

Indwelling catheter (IN-dwell-ing KATH-ih-ter)—Foley catheter that remains in the patient's bladder to drain the urine

Infarction (in-FARK-shun)—death of tissue

Infection (in-FECK-shun)—invasion and multiplication of any organism and the damage caused by this in the body

Inferior (in-FEER-ee-or)—below another part

Infirm (in-FERM)—one who is ill or unable to care for himself or herself

Inflammation (in-flah-MAY-shun)—tissue reaction to injury either direct or referred

Informed consent (in-FORMD kon-SENT)—permission given after full disclosure of the facts

Infusion (in-FYOU-zhun)—introduction of a solution into a vein by gravity; for example, an intravenous infusion (IV)

Initiative (in-ISH-ee-ah-tiv)—action of taking the first step or initial action

Insertion (in-SIR-shun)—distal point of attachment of skeletal muscle

Inspiration (in-spih-RAY-shun)—drawing of air into the lungs (inhalation)

Insulin (IN-soo-lin)—active antidiabetic hormone secreted by the islets of Langerhans in the pancreas

Insulin dependent diabetes mellitus (IDDM) (IN-soo-lin dee-PEN-dent die-ah-BEE-teez MEL-ih-tus((eye-dee-dee-em)—form of diabetes mellitus that requires insulin administration as part of the therapy

Intake and output (I & O) (IN-tayk and OUT-put) (eye & oh)—recording of the amount of fluid ingested and the amount of fluid expelled by a patient

Integument (in-TEG-you-ment)—the skin

Interdisciplinary team (in-ter-DISS-ih-plin-air-ee teem)—group of different professionals who each contribute their expertise to the care of a single person

Intermittent positive pressure breathing (IPPB) (in-ter-MIT-ent POS-ih-tiv PRESH-ur BREE-thing) (eye-pee-pee-bee)—technique for assisting breathing

Interpersonal relationships (in-ter-PER-son-al rih-LAY-shun-ships)—how people interact with each other

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Intervention (in-ter-VEN-shun)—actions that influence the eventual outcome of a situation

Intimacy (IN-tih-mah-see)—feelings of closeness and familiarity

Intracranial pressure (in-trah-KRAY-nee-al PRESH-ur)—pressure exerted within the cranium

Intravenous infusion (IV) (in-trah-VEE-nus in-FYOU-zhun) (eye-vee)—nourishment given through a sterile tube into a vein

Invasion of privacy (in-VAY-zhun of PRIGH-vah-see)—taking liberties with the person or personal rights of another

Invasive (in-VAY-siv)—characterized by invading or spreading

Involution (in-voh-LOO-shun)—reduction in the size of the uterus following delivery

Iodine (EYE-oh-dine)—element needed for proper function of the thyroid gland

Iris (EYE-ris)—colored portion of the eye

Irrigate (EAR-ih-gayt)—to wash out

Ischemia (is-KEE-mee-ah)—deficient blood supply to body tissues

Ischemic (is-KEE-mick)—having inadequate blood flow to an area

Islets of Langerhans (EYE-lets of LANG-ger-hans)—cells in the pancreas that produce insulin

Isolation (eye-soh-LAY-shun)—place where the patient with easily transmitted disease is separated from others

Isolation technique (eye-soh-LAY-shun tek-NEEK)—special procedures carried out to prevent the spread of infectious organisms from an infected person

Isolette (eye-soh-LET)—type of environmentally controlled unit that is used to house a newborn infant

IV standard (eye-vee STAN-dard)—pole usually made of stainless steel, that can be attached to the bed or stand on the floor

Jacksonian seizure (jack-SOH-nee-an SEE-zhur)—type of convulsive seizure that is a progression of involuntary clonic movements with retention of consciousness

Jaundice (JAWN-dis)—yellowing of the skin

Job description (job dih-SKRIP-shun)—duties and responsibilities involved in a position

Joint (joynt)—point of articulation between bones

Kardex (KAR-dex)—type of file in which nursing care plans are kept

Ketosis (kee-TOH-sis)—abnormal levels of ketones in the blood; complication of diabetes mellitus

Keyboard (KEE-bord)—row of keys on a computer used to input information

Kidneys (KID-nees)—two glandular, bean-shaped bodies, purplish-brown in color, situated in back of the abdominal cavity, one on each side of the spinal column, that excrete waste matter in the form of urine

Knee-chest position (nee-chest poh-ZISH-un)—patient is positioned on abdomen with knees drawn up toward abdomen and with legs separated; arms are brought up and flexed on either side of the head that is turned to one side

Koran (kuh-RAN)—Muslim sacred book

Kyphosis (kigh-FOH-sis)—hunchback

Labia majora (LAY-bee-ah mah-JOR-ah)—two large, hair-covered, liplike structures that are part of the vulva

Labia minora (LAY-bee-ah mih-NOR-ah)—two hairless, liplike structures found beneath the labia majora

Labor (LAY-bor)—physiological process by which the fetus is expelled from the uterus at term

Lactation (lack-TAY-shun)—function of secreting milk

Laminectomy (lam-ih-NECK-toh-mee)—transection of a vertebral lamina

Lateral (LAT-er-al)—body parts away from the midline

Legal custody (LEE-gul KUS-toe-dee)—condition of having the right to consent to hospitalization and of giving permission for procedures

Legal guardian (LEE-gul GAR-dee-an)—person who has the legal right to make decisions for another person

Lesions (LEE-zhuns)—abnormal changes in tissue formation

Leukemia (loo-KEE-mee-ah)—malignant disease of the blood-forming organs, characterized by abnormal proliferation and distortion of the leukocytes in the blood and bone marrow

Leukocyte (LOO-koh-sight)—white blood cell

Leukorrhea (loo-koh-REE-ah)—white vaginal discharge

Lever (LEV-er)—bar or rodlike structure that operates on a fixed axis or fulcrum and is used to lift weight

Liable (LIE-ah-bul)—legally responsible

Libel (LIE-bul)—any oral or written defamatory statement

Licensed practical nurse (LPN); licensed vocational nurse (LVN) (LICE-enst PRACK-tih-kul nurs) (el-pee-en); (LICE-enst voh-KAY-shun-al nurs) (el-vee-en)—graduate of a one-year certificate program who must pass a state exam before being permitted to practice nursing

Libido (lih-BEE-doh)—sex drive

Life care facility (life kair fah-SILL-ih-tee)—apartment homes that offer health care and recreational facilities for the elderly

Life support system (life suh-PORT SIS-tum)—equipment needed to sustain life when vital signs are inadequate

Ligament (LIG-ah-ment)—band of fibrous tissue that holds joints together

Lithotripsy (LITH-oh-trip-see)—the crushing of calculi such as kidney stones

Litter (LIT-er)—equipment used to transport a patient; also called a gurney or stretcher

Living will (LIV-ing will)—written statement, usually by those who are terminally ill, requesting not to be kept alive on life support systems when their faculties have failed

Local anesthetic (LOH-kul an-es-THET-ick)—type of anesthetic for which the action is confined to a limited area. The anesthetic is usually given by injection and the patient remains awake

Lochia (LOH-kee-ah)—discharge from the uterus of blood, mucus, and tissue during the puerperal period

Logo (LOW-goh)—symbol that identifies a business, company, or organization

Long-term care facility (lawng turm kair fah-SILL-ih-tee)—facility that provides care for patients with long-standing disabilities; can be terminal care

Lubricant (LOO-brih-kant)—substance applied to a part to improve the ease of movement between touching parts; also substances secreted by the body for the same purpose

Lumpectomy (lum-PECK-toh-mee)—excision of abnormal tissue such as a "lump" in the breast

Lymph (limpf)—fluid found in lymphatic vessels

Macule (MACK-youl)—flat, discolored spot on the skin

Maladaptive behavior (mal-ah-DAP-tiv bee-HAY-vyour)—inappropriate reaction due to mental breakdown

Malignancy (mah-LIG-nan-see)—cancerous condition which, if left untreated, leads to death

Malignant (mah-LIG-nant)—cancerous

Malnutrition (mal-new-TRISH-un)—lack of necessary food substances in the body, or improper absorption and distribution of them

Malpractice (mal-PRACK-tis)—poor or improper medical treatment; for example, when a nursing assistant gives improper care or care for which the nursing assistant has not been instructed

Mammogram (MAM-oh-gram)—X-ray examination of the breasts

Mastectomy (mass-TECK-toh-mee)—excision of the breast

Masturbation (mass-tur-BAY-shun)—sexually stimulating self

Maternity (mah-TER-nih-tee)—related to pregnancy

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Meatus (mee-AY-tus)—tubelike opening

Mechanical lift (muh-KAN-ih-kul lift)—apparatus used to assist in lifting and transferring a patient

Meconium (muh-KOH-nee-um)—first feces of the newborn infant which consists of salts, mucus, bile, and epithelial cells. Color is greenish-black to light brown

Medial (MEE-dee-al)—close to the midline of the body or structure

Medicaid (MED-ih-kayd)—federal- and state-funded program that pays for medical costs for those whose income falls below a certain level

Medical asepsis (MED-ih-kul ah-SEP-sis)—procedures followed to keep germs from being spread from one person to another

Medicare (MED-ih-kair)—federal program that assists persons over 65 years of age with hospital and medical costs

Medulla (meh-DOOL-ah)—forms part of the brain stem

Medulla (of kidney) (meh-DOOL-ah) (of KID-nee)—renal pyramids

Melanin (MEL-ah-nin)—dark pigment normally formed in the skin and hair

Membranes (MEM-brains)—tissue sheets that line the cavities

Menarche (meh-NAR-kee)—beginning of the menstrual function

Meninges (meh-NIN-jeez)—three-layered serous membrane covering the brain and spinal cord

Meningitis (men-in-JIGH-tis)—inflammation of the meninges

Menopause (MEN-oh-pawz)—period when ovaries stop functioning and menstruation ceases; climacteric

Menorrhagia (men-oh-RAY-jee-ah)—excessive bleeding during menstruation

Menstruation (men-stroo-AY-shun)—loss of an unneeded part of the endometrium following the release of an ovum and lack of conception

Mental illness (MEN-tal ILL-ness)—behavioral maladaptations

Menu (MEN-you)—as used in the text, a list of possible computer functions

Metabolism (meh-TAH-bohl-izm)—sum total of the physical and chemical processes and reactions taking place in the body

Metastasis (meh-TAS-tah-sis)—spreading of cancer to other body parts from a primary location

Metastasize (meh-TAS-tah-size)—to spread (cancer) to other body parts

Metric system (MET-rick SIS-tum)—system of weights and measurements based on the meter; all units based on some power of ten

Microbes (MY-krohbs)—tiny organisms that can be seen only with a microscope

Microorganisms (my-kroh-OR-gan-izms)—tiny organisms that can be seen only with a microscope, particularly bacteria

Micturition (mick-too-RISH-un)—urination

Midriff (MID-rif)—middle part of the body between the chest and waist

Mineral (MIN-er-al)—inorganic chemical compound found in nature; many are important in building body tissues and regulating body fluids

Mitered corner (MY-terd KOR-ner)—one type of corner used in making a facility bed

Mitosis (my-TOH-sis)—division of the cytoplasm and nucleus in the cell

Mobility (moh-BILL-ih-tee)—ability to move or to be moved easily from place to place

Monitor (MON-ih-tor)—apparatus that can observe and record information constantly

Morbidity (mor-BID-ih-tee)—state of being diseased; conditions inducing disease

Moribund (MOR-ih-bund)—dying

Mortality rate (mor-TAL-ih-tee rayt)—proportion of deaths in the population

Mottling (MOT-ling)—discoloration of skin or irregular areas

Mucolytic (myou-koh-LIH-tick)—destroying or dissolving mucus

Mucous (MYOU-kus)—pertaining to or resembling mucus; also, secreting mucus

Mucus (MYOU-kus)—secretion of mucous membranes; thick, sticky fluid

Multiple sclerosis (MUL-tih-pul skleh-ROH-sis)—disease characterized by hardened patches scattered throughout the brain and spinal cord that interfere with the nerves in those areas

Muscular tissue (MUSS-kyou-lar TISH-you)—tissues that have ability to shorten and lengthen

Myocardial infarction (my-oh-KAR-dee-al in-FARK-shun)—formation of an infarct in the heart muscle due to interruption of the blood supply to the area

Myocardium (my-oh-KAR-dee-um)—heart muscle

Myopia (my-OH-pee-ah)—nearsightedness

Nasogastric (NG) tube (nay-zoh-GAS-trick [en-jee] toob)—soft rubber or plastic tube that is inserted through the nostril and into the stomach

Necrosis (neh-KROH-sis)—tissue death

Negligence (NEG-lih-jents)—failure to give care that is reasonably expected of a nursing assistant

Neonate (NEE-oh-nayt)—newborn baby

Neoplasia (nee-oh-PLAY-zee-ah)—new, uncontrolled tissue growth; tumor

Neoplasm (NEE-oh-plazm)—new growth; tumor

Nephritis (nih-FRIGH-tis)—inflammation of the kidney

Nephron (NEF-ron)—microscopic kidney units that produce urine

Nerve (nurv)—bundle of nerve processes (axons and dendrites) that are held together by connective tissue

Nerve impulse (nurv IM-puls)—electrical wave that transmits a message

Nervous tissue (NUR-vus TISH-you)—highly specialized tissue capable of conducting a nerve impulse

Networking (NET-werk-ing)—line of communication between individuals with a common interest or goal

Neuron (NEW-ron)—cell of the nervous system

Neurotransmitter (new-roh-TRANS-mit-er)—chemical compound that transmits a nervous impulse across cells at a synapse

No-code order (no cohd OR-der)—an order not to resuscitate a patient

Nocturia (nock-TUR-ee-ah)—excessive urination at night

Noninvasive (non-in-VAY-siv)—remaining localized and not spreading

Nonpathogen (non-PATH-oh-jen)—microorganism that is not capable of producing disease

Nonverbal communication (non-VER-bal kom-myoo-nih-KAY-shun)—communication transmitted through nonverbal ways, such as facial expression and body language

Nosocomial (noh-soh-KOH-mee-al)—pertaining to or originating in a facility, hospital, or infirmary

NPO (en-pee-oh)—nothing by mouth

Nucleus (NEW-klee-us)—part of the cell that directs the activities of the cell

Nurse Aide Competency Evaluation Program (NACEP) (nurs ayd KOM-peh-ten-see ee-val-you-AY-shun PROH-gram) (en-ay-see-ee-pee)—test taken by the nursing assistant which, when passed successfully, entitles the nursing assistant to certification

Nursing assistant (NUR-sing ah-SIS-tant)—person who assists, under supervision, with the care of the sick and infirmed

Nursing care plan (NUR-sing kair plan)—plan developed to direct the patient's care

Nursing home (NUR-sing hohm)—facility that provides room and board and some nursing care; also called convalescent home

Nursing process (NUR-sing PRAH-sess)—framework for nursing action

Nursing team (NUR-sing teem)—members of the nursing staff who provide patient care

Nutrient (NEW-tree-ent)—nourishing substance or food

Nutrition (new-TRISH-un)—process by which the body uses food for growth and repair and to maintain health

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OB (oh-bee)—obstetrics

Obese (oh-BEES)—overweight

Objective observations (ob-JECK-tiv ob-sir-VAY-shuns)—observations made through the senses of the observer

Observation (ob-sir-VAY-shun)—noticing something

Obstetrical (ob-STET-ree-kal)—pertaining to pregnancy, labor, and delivery

Obstruction (ob-STRUCK-shun)—blockage in a passageway

Occult blood (ah-KULT-blud)—blood in such minute quantity that it can only be recognized by microscope or chemical means

OD (oh-dee)—as used in the text, pertains to the right eye

Olfactory (ol-FACK-toh-ree)—pertaining to the sense of smell

Oliguria (ol-ih-GYOU-ree-ah)—scant urine

Ombudsman (AHM-buds-man)—patient advocate

Omnibus Budget Reconciliation Act (OBRA) (OM-nih-bus BUD-jet reh-kon-sill-ee-AY-shun akt) (oh-bee-are-ay)—law that regulates the education and certification of nursing assistants working in acute care and long-term care facilities

Oophorectomy (oh-of-oh-RECK-toh-mee)—surgical excision of an ovary

Open bed (OH-pen bed)—bed with top bedding fanfolded to bottom, ready for occupancy

Open fracture (OH-pen FRACK-shur)—broken bone in which part of the bone protrudes through the skin

Operative (OP-er-ah-tiv)—pertaining to an operation

Ophthalmoscope (oh-THAL-moh-skohp)—instrument for examining the eyes

OR (oh-are)—operating room

Oral hygiene (OR-al HIGH-jeen)—care of the mouth and teeth

Orally (OR-al-ee)—through the mouth

Oral report (OR-al ree-PORT)—verbal report

Orchiectomy (or-key-ECK-toh-mee)—excision of the testis

Organ (OR-gan)—any part of the body that carries out a specific function or functions, such as the heart

Organic mental syndrome (or-GAN-ick MEN-til SIN-drohm)—mental deterioration; general term that includes all dementia due to physical abnormalities of the brain

Orifice (OR-ih-fis)—body opening such as the nose or mouth

Origin (OR-ih-jin)—proximal point of attachment to skeletal muscle

Orthopedic (or-thoh-PEE-dick)—concerning orthopedics; prevention or correction of deformities

Orthopneic (or-thop-NEE-ick)—positioning of a patient by adjusting the over-bed table in such a way that the patient, supported by pillows, is able to lean on it

OS (oh-ess)—as used in the text, pertains to the left eye

Ossicles (OS-sih-kuls)—any small bones, such as one of the three bones in the ear

Osteoarthritis (oss-tee-oh-are-THRIGH-tis)—degenerative joint disease caused by disintegration of the cartilage that covers the ends of the bones

Osteoporosis (oss-tee-oh-poor-OH-sis)—most common metabolic disease of bone in the United States; characterized by a decrease in the mass of bony tissue; most commonly affects females past middle age

Ostomy (OS-toh-mee)—suffix meaning "to create a new opening", for example, colostomy

Otitis media (oh-TIGH-tis MEE-dee-ah)—inflamed condition of the media part of the ear

Otosclerosis (oh-toh-sklee-ROH-sis)—formation of bone in the inner ear that causes the ossicles to be fixed

Otoscope (OH-toh-skohp)—instrument used to examine the ear

Output (OUT-put)—measured amount of fluid excreted in a given period of time

Ovaries (OH-vah-rees)—endocrine glands located in the female pelvis; female gonads

Ovulation (oh-vyou-LAY-shun)—lunar monthly ripening and rupture of the mature graafian follicle and the discharge of the ovum from the cortex of the ovary

Ovum (OH-vum)—female egg

Oxygen (OK-sih-jen)—gas that is essential to cellular metabolism and all life

Pacemaker (pacer) (PAYS-may-ker)—artificial device placed in the body to regulate the heartbeat

Pallor (PAL-or)—less color than normal for the skin

Palpated systolic pressure (PAL-pay-ted sis-TOL-ick PRESH-ur)—pressure indicated on the blood pressure gauge as the cuff is inflated and the radial pulse no longer can be felt

Panhysterectomy (pan-his-ter-ECK-toh-mee)—removal of the entire uterus

Pap smear (PAP smeer)—simple test used to detect cancer of the cervix

Papule (PAP-youl)—solid, elevated lesion of the skin

Paralysis (pah-RAL-ih-sis)—loss or impairment of the ability to move parts of the body

Paranoia (pair-ah-NOY-ah)—state in which one has delusions of persecution and/or grandeur

Paraplegia (pair-ah-PLEE-jee-ah)—paralysis of lower portion of the body and of both legs

Parasite (PAIR-ah-sight)—organism that lives within, upon, or at the expense of another organism known as the host

Parathormone (pair-ah-THOR-mohn)—hormone produced by parathyroid glands that regulates calcium and phosphorus blood levels

Parietal (pah-RYE-eh-tal)—pertaining to the walls of an organ or cavity

Pathogen (PATH-oh-jen)—microorganism or other agent capable of producing a disease

Pathology (pah-THOL-oh-jee)—disease

Patient (PAY-shent)—person who needs care; resident

Patient's Bill of Rights (PAY-shents bill of rights)—document developed by the American Hospital Association that describes the basic rights to which a patient is entitled

Pelvic belt traction (PEL-vick belt TRACK-shun)—special form of traction in which a belt, secured around a person's hips, is attached to ropes, pulleys, and weights

Pelvic inflammatory disease (PID) (PEL-vick in-FLAM-ah-toh-ree dih-ZEEZ) (pee-eye-dee)—inflammation of the pelvic organs

Pelvis (PEL-vis)—lower portion of the trunk of the body; basin-shaped area bounded by the hip bones, the sacrum, and the coccyx

Penis (PEE-nis)—male organ of copulation

Pepsin (PEP-sin)—enzyme produced in the stomach that begins protein digestion

Percussion (per-KUSH-un)—tapping a body part with the fingers to determine the size, position, or density of the organs underneath

Percussion hammer (per-KUSH-un HAM-mer)—instrument used to test reflexes

Pericardium (pair-ih-KAR-dee-um)—membranes that surround the heart

Peri light (PAIR-ee light)—lamp that is used to relieve pain of the perineum following childbirth; also called perineal lamp

Perineum (pair-ih-NEE-um)—in the male, the area between the anus and scrotum; in the female, the area between the anus and vagina

Perioperative (pair-ee-OP-er-ah-tiv)—occurring in association with an operative procedure

Peripheral (peh-RIF-er-al)—pertaining to the outside or outer part

Peristalsis (per-ih-STALL-sis)—progressive, wavelike movement that occurs involuntarily in hollow tubes of the body, especially in the alimentary canal

Peritoneum (pair-ih-toh-NEE-um)—serous membrane lining the walls of the abdominal and pelvic cavities

Personality (per-son-AL-ih-tee)—sum of the behavior, attitudes, and character traits of an individual

Petit mal seizure (peh-TEE mawl SEE-zhur)—type of epileptic attack that is generally short in nature; absence attack

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Phalanges (fah-LAN-jeez)—any bones of a finger or toe

Phlegm (flem)—mucus

Physician (fih-ZISH-un)—licensed medical doctor

Physiology (fiz-ee-OL-oh-jee)—the science that deals with the functioning of living organisms

Physiotherapist (fiz-ee-oh-THER-ah-pist)—trained professional who provides therapy and exercise to maintain mobility

Pigmentation (pig-men-TAY-shun)—coloration of an area by pigment

Piles (pyls)—hemorrhoids

Pitting edema (PIT-ting eh-DEE-mah)—condition in which the tissue remains indented when presssure is applied to an edematous area

Pivot (PIV-ut)—to twist or turn in a swiveling motion

Placenta (plah-SEN-tah)—name given to the afterbirth

Placental stage (plah-SEN-tal stayj)—period of the delivery process during which the afterbirth is expelled from the uterus

Plane (playn)—imaginary line used to describe the relationship of one body part to another

Plantar flexion (PLAN-tar FLECK-shun)—extending the foot in a downward movement

Plasma (PLAZ-mah)—liquid portion of blood

Pleura (PLOOR-ah)—membranes that surround the lungs

PM care (pee-em kair)—care given to prepare the patient or resident for sleep

Pneumocystis carinii (new-moh-SIS-tis kah-RIN-ee)—protozoan frequently causing pneumonia in patients who are HIV positive

Pneumonia (new-MOH-nee-ah)—inflammation of the lungs

Podiatrist (poh-DYE-ah-trist)—physician specializing in foot problems

Polydipsia (pol-ee-DIP-see-ah)—excessive thirst

Polyphagia (pol-ee-FAY-jee-ah)—excessive ingestion of food

Polyuria (pol-ee-YOU-ree-ah)—excessive excretion of urine

POMR (pee-oh-em-are)—problem-oriented medical records

Port (port)—opening

Portal of entry (POR-tul of EN-tree)—area of body through which microbes enter and cause disease

Portal of exit (POR-tul of EX-it)—area of body through which disease-producing organisms leave the body

Positive signs of pregnancy (POS-ih-tiv sighns of PREG-nan-see)—hearing, seeing, or feeling a fetus

Postanesthesia care (post-an-es-THEE-see-ah kair)—care given to a patient following the administration of an anesthetic

Postanesthesia care unit (PACU) (post-an-es-THEE-see-ah kair YOU-nit) (pee-ay-see-you)—room where patients receive immediate care following surgery

Posterior (pos-TEER-ee-or)—back or dorsal

Postmortem (post-MOR-tem)—after death

Postmortem care (post-MOR-tem kair)—care given to the body after death

Postoperative (post-OP-er-ah-tiv)—after surgery

Postpartum (post-PAR-tum)—after parturition; after birth

Postural drainage (POS-chur-al DRAYN-aj)—technique of positioning the patient to encourage drainage of different areas of the pulmonary tree

Posture (POS-chur)—attitude or position of the body

Preadolescence (pree-ad-oh-LESS-ens)—years between the ages of 12 and 14

Predisposing cause (of disease) (pree-dis-POS-ing kawz [of dih-ZEEZ])—factors that contribute to the development of a condition

Prefix (PREE-fix)—term that is placed before a word that changes or modifies the meaning of the word

Prenatal (pree-NAY-tal)—before birth

Preoperative (pree-OP-er-ah-tiv)—period before surgery

Presbycusis (pres-beh-KYOU-sis)—impaired hearing, due to old age

Presbyopia (pres-bee-OH-pee-ah)—impaired vision resulting from the aging process

Pressure sore (PRESH-ur sor)—ulceration due to eschemia; decubitus

Presumptive signs of pregnancy (pree-ZUMP-tiv-sighns of PREG-nan-see)—indications seen early in pregnancy that may also be associated with other conditions; includes amenorrhea, morning sickness, fatigue, tender and full breasts

Probable signs of pregnancy (PRAH-bah-bul sighns of PREG-nan-see)—indications of pregnancy at a more advanced stage that may also accompany other conditions, including enlargement of the abdomen and positive pregnancy test

Probe (prohb)—as used in this text, long, slender part of an instrument; that portion of the electronic or aural thermometer placed into the patient

Problem-oriented medical record (POMR) (PRAH-blem OR-ee-en-ted MED-ih-kul REH-kord) (pee-oh-em-are)—form of documentation in which all recordings are organized around the strength or problem of the patient

Procedure (proh-SEE-jur)—series of steps outlining how and in what order and manner to do something

Process (PRAH-sess)—projection as from a bone; series of steps that may be taken as in the nursing process

Proctoscopy (prock-TOS-koh-pee)—instrumental inspection of the rectum

Progesterone (proh-JES-teh-rohn)—hormone produced by female ovaries

Prognosis (prog-NOH-sis)—probable outcome of a disease or injury

Progressive mobilization (proh-GRESS-iv moh-bill-ih-ZAY-shun)—gradual increase in activity

Projection (proh-JECK-shun)—unconscious defense mechanism in which an individual denies his/her own emotionally unacceptable traits and sees them as belonging to another

Pronation (proh-NAY-shun)—placing or lying in a face downward position; applied to the hand with the palms facing backward

Prone position (prohn poh-ZISH-un)—patient positioned on the abdomen, spine straight, legs extended, and arms flexed on either side of the head

Prostatectomy (pros-tah-TECK-toh-mee)—removal of all or part of the prostate gland

Prostate gland (PROS-tayt gland)—gland of male reproductive system that surrounds the neck of the urinary bladder and the beginning of the urethra

Prosthesis (pros-THEE-sis)—artificial substitute for a missing body part, such as dentures, hand, leg

Protein (PROH-tee-in)—basic material of every body cell; an essential nutrient

Protein bound iodine (PBI) (PROH-tee-in bownd EYE-oh-dine) (pee-bee-eye)—clinical test performed to determine thyroid function

Protozoa (proh-toh-ZOH-ah)—microscopic unicellular organism

Proximal (PROX-ih-mal)—closest to the point of attachment

Pruritus (prew-RYE-tus)—itching

Psychotic (sigh-KOT-ick)—completely out of touch with reality

Puberty (PYOU-ber-tee)—condition or period of becoming capable of sexual reproduction

Pubic (PYOU-bick)—concerning the pubes

Pulse (puls)—wave of pressure exerted against the walls of the arteries in response to ventricular contraction

Pulse deficit (puls DEF-ih-sit)—difference between contractions of the heart and pulse expansions of the radial artery

Pulse pressure (puls PRESH-ur)—difference between the systolic and diastolic pressures

Pustule (PUS-tyoul)—circumscribed pus-containing lesion of the skin

Pyloric sphincter (pie-LOR-ick SFINK-ter)—muscle at the exit point of the pylorus

Pyrexia (pie-REX-ee-ah)—fever

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Quadrant (KWAHD-rant)—one of the four imaginary sections of the surface of the abdomen

Quadriplegia (kwahd-rih-PLEE-jee-ah)—condition of paralysis of all four limbs

Radial artery (RAY-dee-al ARE-ter-ee)—artery near the radius; commonly used to determine pulse

Radial deviation (RAY-dee-al dee-vee-AY-shun)—wrists are turned toward the thumb side

Radial pulse (RAY-dee-al puls)—pulse that can be measured by palpating the radial artery

Rales (rayls)—abnormal respiratory sound heard in auscultation of the chest

Range of motion (ROM) exercises (rainj of MOH-shun [are-oh-em] ECK-sir-size-es)—series of exercises specifically designed to move each joint through its range

Rapport (rah-POOR)—understanding between two persons

Rate (rayt)—valuation based on comparison with a standard

Rationalization (rash-un-al-ih-ZAY-shun)—unconscious defense mechanism in which one devises a logical, self-satisfying but incorrect explanation for one's behavior or feelings

Reaction formation (ree-ACK-shun for-MAY-shun)—repressing the reality of an anxiety-producing situation. The individual exhibits behaviors that are exactly opposite to the real feelings

Reality (ree-AL-ih-tee)—what is actually occurring; true in fact

Reality orientation (ree-AL-ih-tee or-ee-en-TAY-shun)—techniques used to help a person remain oriented to environment, time, and himself/herself

Recovery room (ree-KOV-er-ee room)—location where surgical patients are taken after surgery. They return to their rooms when their condition stabilizes

Rectocele (RECK-toh-seel)—protrusion of part of the rectum into the vagina

Rectum (RECK-tum)—lower part of the large intestine, about five inches long, between the sigmoid flexure and the anal canal

References (REF-er-en-sez)—in a résumé, statements about abilities and characteristics; persons who give such statements

Reflex (REE-flecks)—activity performed without conscious thought

Registered nurse (REJ-is-terd nurs)—specially educated person who is licensed to plan and direct the nursing care of patients

Regress (ree-GRESS)—to move in a backward fashion

Rehabilitative hospital (ree-hah-BILL-ih-tay-tiv HOS-pit-ul)—health care facility that offers specialized care to assist people regain optimum functioning

Reminiscing (reh-mih-NISS-ing)—thinking and talking about the past

Remission (ree-MISH-un)—period of decreased severity of symptoms in chronic disease

Renal calculi (REE-nal KAL-kyou-lee)—kidney stones

Renal colic (REE-nal KOL-ick)—spasm in area near kidney accompanied by pain

Replication (rep-lih-KAY-shun)—to reproduce exactly

Repression (ree-PRESH-un)—involuntary exclusion from awareness of a painful experience or conflict-creating memory, feeling, or impulse

Reservoir (REZ-er-vwar)—storage area; biologically, an animal or source that maintains infectious organisms that periodically can be spread to others

Resident unit (REZ-ih-dent YOU-nit)—room occupied by resident and his/her personal possessions; may be shared by other residents

Respiration (res-pih-RAY-shun)—process of taking oxygen into the body and expelling carbon dioxide

Respirator (res-pih-RAY-tor)—apparatus that assists the patient to breathe

Rest home (rest hohm)—long-term care facility

Restorative care (ree-STOR-ah-tiv kair)—care that emphasizes helping the person reach or maintain physical, mental, and psychological well-being

Restricted fluids (ree-STRICK-ted FLEW-ids)—limit to the amount of fluid intake

Résumé (REH-zoo-may)—short account of one's career and qualifications that is prepared by an applicant for a position

Retention (ree-TEN-shun)—inability to excrete urine that has been produced

Retinal degeneration (RET-ih-nal dee-jen-er-AY-shun)—breakdown and functional loss of the nervous layer of the eye

Retirement (ree-TIRE-ment)—period of time after leaving employment

Retrograde pyelogram (RET-roh-grayd PIE-eh-loh-gram)—moving backward of roentgen picture of the ureter and renal pelvis

Retroperitoneal space (ret-roh-pair-ih-toh-NEE-al spayce)—area of the anterior cavity behind the peritoneum; in it are the kidneys, aorta, and inferior vena cava

Reverse isolation technique (ree-VERS eye-soh-LAY-shun tek-NEEK)—requires that the environment, patient, and all objects coming in contact with the patient must be sterile or at least as free from microorganisms as possible

Rheumatoid arthritis (REW-mah-toyd are-THRIGH-tis)—autoimmune response that results in inflammation of the joints

Rhythm (RITH-um)—measured time or movement

Right lateral recumbent position (right LAT-er-al ree-KUM-bent poh-ZISH-un)—patient is turned on right side with the spine straight; left leg is slightly flexed and left arm is straight over hip; right arm is flexed

Rigor mortis (RIH-gor MOR-tis)—rigidity of skeletal muscles, developing six to ten hours after death

RN (are-en)—registered nurse

Rooming in (ROOM-ing in)—practice of having mother and neonate share a single room after delivery

Rotation (roh-TAY-shun)—act of turning about the axis of the center of a body, as in rotation of a joint

Rubra (REW-brah)—unusual redness or flushing of the skin

Sacrament of the sick (SACK-rah-ment of the sick)—last rites given by a clergyman to a person who is terminally ill (dying)

Saliva (sah-LIE-vah)—digestive secretion produced by the salivary glands and found in the mouth

Salpingectomy (sal-pin-JECK-toh-mee)—surgical removal of the fallopian tubes

Saprophyte (SAP-roh-fight)—organism that lives on dead matter or tissues

Sarcoma (sar-KOH-mah)—connective tissue tumor, often highly malignant

Scope of practice (skohp of PRACK-tis)—extent or range of permissible activities

Scrotum (SKROH-tum)—saclike pouch that holds the male gonads

Scultetus binder (skul-TAY-tus BYN-der)—band applied in overlapping strips in a shingle fashion

Sebaceous gland (seh-BAY-shus gland)—gland that produces a lubricating substance for the hairs

Secretion (see-KREE-shun)—product of glandular activity

Seizure (SEE-zhur)—sudden attack of a disease; a convulsion

Self-esteem (self-es-TEEM)—feeling of confidence about oneself

Semi-Fowler's position (sem-ee FOWL-ers poh-ZISH-un)—patient is positioned on the back, knees are slightly flexed, and head of bed is elevated 30–50 degrees

Senescent (seh-NES-ent)—aged

Senile dementia (SEE-nile dee-MEN-she-ah)—pronounced and abnormal loss of mental and emotional control in aged people

Serous fluid (SEE-rus FLEW-id)—[illegible] watery fluid produced by body cells

Setting exercises (SET-ting ECK-sir-size-es)—exercises that use isometric principles to contract muscles to maintain tone

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Sexuality (sex-you-AL-ih-tee)—maleness or femaleness of an individual

Sexually transmitted disease (STD) (SEX-you-al-lee trans-MIT-ted dih-ZEEZ) (es-tee-dee)—disease that is passed from one individual to another through sexual contact

Shampoo (sham-POO)—to wash hair

Sharps—needles, knife blades, etc.

Shock (shok)—dangerous condition in which there is a disruption of the circulation that results in dangerously low blood pressure and an upset of all bodily functions

Shroud (shrowd)—drape used in postmortem care

Siderails (side raylz)—sliding metal bar (bars) that may be pulled up on each side of the bed to prevent the patient from falling out of bed

Sigmoidoscopy (sig-moy-DOS-skoh-pee)—direct examination of the interior of the sigmoid colon

Sign (sighn)—any objective evidence of an abnormal nature in the body or its organs

Signing (SIGHN-ing)—using hands and facial expression to communicate without speaking words

Simple fracture (SIM-pul FRACK-shur)—fracture that does not produce an open wound in the skin

Simple goiter (SIM-pul GOY-ter)—thyroid gland hyperplasia unaccompanied by other signs or symptoms

Simple mastectomy (SIM-pul mas-TECK-toh-mee)—removal of the breast tissue without removing the underlying muscles

Sims' position (simz poh-ZISH-un)—patient is positioned on left side with left leg extended and right leg flexed; left arm is extended and brought behind back; right arm is flexed and brought forward

Singultus (sing-GUL-tus)—hiccup

Sitz bath—bath providing moist heat to the genitals or anal area

Skilled care facility (skilld kair fah-SILL-ih-tee)—long-term care facility

Slander (SLAN-der)—false statement, oral or written, that injures the reputation of another person

SOAPE (es-oh-ay-pee-ee)—charting method; specific form of documenting observations and patient care; technique of documentation based on subjective and objective observations and assessment of the situation; a plan for treatment and evaluation of the effectiveness of treatment

Spasticity (spass-TIS-ih-tee)—continuous resistance to stretching by a muscle due to abnormally increased tension

Specimen (SPESS-ih-men)—small sample or part taken to show the nature of the whole

Speculum (SPECK-you-lum)—instrument used to dilate a body opening

Sperm (spurm)—male germ or reproductive cell

Sphincter muscle (SFINK-ter MUS-el)—circular muscle that constricts a passage or closes a natural orifice; when relaxed, it allows passage of materials

Sphygmomanometer (sfig-moh-mah-NOM-eh-ter)—instrument for determining arterial pressures; blood pressure gauge

Spica cast (SPY-kah kast)—body cast

Spinal anesthesia (SPY-nal an-es-THEE-zee-ah)—technique of providing anesthesia by introducing drugs into the spinal canal

Spirilla (spy-RILL-ah)—spiral-shaped bacteria

Spirometer (spy-ROM-eh-ter)—instrument for measuring air taken into and expelled from the lungs

Spore (spor)—dormant form of microbes that becomes active when conditions are favorable

Spouse (spows)—marriage partner; husband or wife

Sputum (SPEW-tum)—matter brought up from the lungs; phlegm

Staining (STAYN-ing)—laboratory technique used to make microbes more visible

Staphylo (STAF-ih-loh)—prefix meaning "in clusters"

Status (STAY-tus)—condition or state of health

Status epilepticus (STAY-tus ep-ih-LEP-tih-kus)—serious condition in which one epileptic-type seizure follows another

Stepparent (STEP-pair-ent)—person who is married to a child's natural parent

Sterile field (STER-ill feeld)—area considered free of all microbes

Sterile technique (STER-ill tek-NEEK)—technique that keeps an area free of microorganisms

Sterility (steh-RILL-ih-tee)—inability to produce offspring

Sterilization (ster-ih-lie-ZAY-shun)—process that renders an individual incapable of reproduction

Sterilize (STER-ih-lighz)—to make free of all microbes

Stertorous (STER-toh-rus)—snoring-type respirations

Stethoscope (STETH-oh-skohp)—instrument used in auscultation to make audible the sounds produced in the body

Stimulant (STIM-you-lant)—agent that produces stimulation or elicits a response

Stoma (STOH-mah)—artificial, mouthlike opening

Stool—another name for feces

Strepto (STREP-toh)—prefix meaning "in chains"

Stress incontinence (stress in-KON-tih-nens)—inability to hold urine when stressed, such as when coughing or laughing

Stressors (STRESS-ors)—situations, feelings, or conditions that cause a person to be anxious about his/her well-being

Stretcher (STRECH-er)—gurney or litter

Stroke (strohk)—cerebrovascular accident; damage to the blood vessels of the brain

Stryker frame (STRY-ker fraym)—special kind of bed that is used when a patient cannot be turned within the bed

Stump—distal end of a limb remaining after amputation

Subjective complaint (sub-JECK-tiv kom-PLAINT)—problem experienced personally by an individual

Subjective observations (sub-JECK-tiv ob-sir-VAY-shuns)—observations based on ideas perceived only by the individual involved

Sudoriferous glands (sue-doh-RIFF-er-us glandz)—glands that secrete perspiration

Suffix (SUF-fix)—term added to the end of a word that changes or modifies the meaning of the word

Suicide (SOO-ih-side)—self-destruction

Sundowning (SUN-down-ing)—behavior in which a person becomes more agitated and disoriented during the evening hours

Superimpose (soo-per-im-POSE)—put on top of something else

Superior (soo-PEER-ee-or)—toward the head; upward

Supination (sue-pih-NAY-shun)—act of turning the palm upward

Supine position (SOO-pine poh-ZISH-un)—lying with the face upward

Suppository (sup-POZ-ih-toh-ree)—medication used to help the bowels eliminate feces

Suppression (soo-PRESH-un)—consciously refusing to acknowledge unacceptable feelings and thoughts

Surgical asepsis (SUR-jih-kal ah-SEP-sis)—special techniques that maintain asepsis during surgical procedures

Surgical bed (SUR-jih-kal bed)—bed used for surgery

Susceptible host (sus-SEP-tih-bul hohst)—person who is more liable to contract a disease

Suspension (sus-PEN-shun)—temporary cessation

Symmetry (SIM-eh-tree)—correspondence in size, form, and arrangement

Sympathectomy (sim-pah-THECK-toh-mee)—excision or interruption of a sympathetic nerve

Symptom (SIMP-tum)—any perceptible change in the body or its functions that indicates disease or the phases of disease

Synapse (SIN-aps)—space between the axon of one cell and the dendrites of others

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Syphilis (SIF-ih-lis)—infectious, chronic, venereal disease characterized by lesions that may involve any organ or tissue. It usually exhibits cutaneous manifestations, relapses are frequent, and it may exist asymptomatically for years

System (SIS-tem)—group of organs organized to perform a specific body function or functions; for example, the respiratory system

Systole (SIS-toh-lee)—contraction or period of contraction of cardiac muscle

Systolic pressure (sis-TOL-ick PRESH-ur)—pertaining to the pressure exerted during the contraction phase of the venticles

Tachycardia (tack-ee-KAR-dee-ah)—unusually rapid heartbeat

Tachypnea (tack-ip-NEE-ah)—respiratory pattern of rapid, shallow respirations

Tact—sensitive mental perception

Tasks of personality development (tasks of per-son-AL-ih-tee dee-VEL-op-ment)—growing stages through which personality is formed as described by Erickson

T-binder (tee-BYN-der)—T-shaped binder used to hold dressings in place on the male perineum

TED hose (TED hohs)—support hose

Tendon (TEN-don)—fibrous band of connective tissue that attaches skeletal muscle to bone

Terminal (TER-mih-nal)—final; life-ending stage

Testes (TES-teez)—male gonads; reproductive glands located in the scrotal sac

Testosterone (tes-TOS-teh-rohn)—hormone produced by the testes

Tetany (TET-ah-nee)—nervous condition, characterized by intermittent toxic spasms, that are usually paroxysmal and involve the extremities

Therapeutic (ther-ah-PEW-tick)—pertaining to results obtained from treatment; healing agent

Therapeutic diet (ther-ah-PEW-tick DIE-et)—treatment through specifically planned nutrition

Therapy (THER-ah-pee)—treatment designated to eliminate disease or other bodily disorder

Thermometer (ther-MOM-eh-ter)—instrument used to determine temperature

Thoracic (thor-ASS-ick)—pertaining to the chest

Thrombocyte (THROM-boh-sight)—blood platelet that is formed in the bone marrow and is important in blood clotting

Thrombophlebitis (throm-boh-flee-BY-tis)—development of venous thrombi in the presence of inflammatory changes in the vessel wall

Thrombus (THROM-bus)—blood clot

Thyroxine (thy-ROCK-sin)—hormone of the thyroid gland that contains iodine

TIA (transient ischemic attack) (tee-eye-ay) (TRAN-see-ent is-KEE-mick ah-TACK)—temporary decrease in blood flow to brain

Time and travel records (time and TRAH-vel RECK-ords)—records kept of the time spent with clients and the distance traveled between clients

Tipping (TIP-ping)—giving a sum of money for service rendered; not salary-connected

Tissue (TISH-you)—collection of specialized cells that perform a particular function; piece of paper used for cleansing; for example, toilet tissue, facial tissue

Toe pleats (toh pleets)—special folds made in top bedding to reduce pressure on toes

Total parenteral nutrition (TOH-tal pah-REN-ter-al new-TRISH-un)—meeting an individual's entire nutritional needs by providing high density nutrients directly into the bloodstream

Toxins (TOCK-sins)—microbes that produce poisons that travel to the central nervous system and cause damage

Transfer (TRANS-fer)—procedure followed when changing patient's location

Transfer belt (TRANS-fer belt)—gait belt that is used to assist and support patients during ambulation

Transient ischemic attack (TIA) (TRAN-see-ent is-KEE-mick ah-TACK) (tee-eye-ay)—temporary reduction of flow of blood to the brain

Transmission (trans-MISH-un)—transfer from one place or person to another

Transverse fracture (trans-VERS FRACK-shur)—fracture in which the break line is straight across the bone

Trapeze (trah-PEEZ)—horizontal bar suspended overhead down the length of the bed

Trauma (TRAW-mah)—wound or injury

Tremors (TREM-ors)—involuntary trembling

Trendelenburg position (tren-DEL-en-berg poh-ZISH-un)—patient is positioned with head lower than feet

Trimester (try-MES-ter)—period of three months

Trochanter roll (troh-KAN-ter rohl)—rolled sheet or bath blanket placed under the patient extending from waist to mid thigh; positioned against the hip to prevent lateral hip rotation.

Tubal ligation (TOO-bul lih-GAY-shun)—tying off a fallopian tube

Tubercle (TO-ber-kul)—small, rounded nodule formed by infection with *Mycobacterium tuberculosis*

Tuberculosis (too-ber-kyou-LOH-sis)—lung disease caused by a microorganism, easily transmitted to others by sneezing and coughing

Tumor (TOO-mor)—neoplasm

Turning sheet (TURN-ing sheet)—sheet used to turn a patient

Tympanic membrane (tim-PAN-ick MEM-brain)—membrane serving as the lateral wall of the tympanic cavity and separating it from the external acoustic meatus

Ulcer (UL-sir)—open sore caused by inadequate blood supply and broken skin

Ulceration (ul-sir-AY-shun)—development of an ulcer

Ulcerative colitis (UL-sir-ay-tiv koh-LIGH-tis)—inflammation of the colon resulting in the formation of ulcers

Ulnar deviation (UL-nar dee-vee-AY-shun)—with hand in supination, lateral movement of wrist

Ultrasound (UL-trah sownd)—mechanical radiant energy of a frequency greater than 20,000 cycles per second

Umbilical cord (um-BILL-ih-kul kord)—attachment connecting the fetus with the placenta. It is severed artificially at the birth of the child

Umbilicus (um-BILL-ih-kus)—depressed scar marking the site of entry of the umbilical cord in the fetus

Universal blood and body fluid precautions (you-nih-VER-sal blud and BAH-dee FLEW-id pree-KAW-shuns)—techniques used to prevent transmission of body fluids from one person to another

Upper respiratory tract infection (URI) (UP-per ree-SPY-rah-toh-ree tract in-FECK-shun) (you-are-eye)—infections involving the organs of the upper respiratory tract

Uremia (you-REE-mee-ah)—presence of excessive amounts of urea, a waste product, in the blood

Ureter (you-REE-ter)—narrow tube that conducts urine from the kidney to the urinary bladder

Urethra (you-REE-thrah)—mucus-lined tube conveying urine from the urinary bladder to the exterior of the body; in the male, the urethra also conveys the semen

Urgency (UR-jen-see)—need to urinate

Urgent care (UR-jent kair)—care that must be given right away to prevent loss of life

Urinalysis (you-rih-NAL-ih-sis)—laboratory analysis of the urine

Urinal (YOU-rih-nal)—vessel into which urine is voided (male)

Urinary bladder (YOU-rih-ner-ee BLAD-der)—receptacle for urine before it is voided

Urine (YOU-rin)—fluid secreted from the body by the kidneys

Uterus (YOU-ter-us)—organ of gestation

Vagina (vah-JIGH-nah)—tube that extends from the vulva to the uterine cervix; female

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organ of copulation that receives the penis during sexual intercourse

Vaginal examination (VAJ-ih-nal eg-zam-ih-NAY-shun)—examination of vaginal and pelvic organs

Vaginitis trichomonas (vaj-ih-NIGH-tis trick-oh-MOH-nas)—inflammation of the vaginal tract due to infection by a parasite, *Trichomonas vaginalis*

Validation therapy (val-ih-DAY-shun THER-ah-pee)—techniques used to help people feel good about themselves

Vas deferens (vas DEF-er-ens)—tube that carries sperm from the epididymis to the junction of the seminal vesicle; ductus deferens

Vasoconstriction (vas-oh-kon-STRICK-shun)—decrease in the caliber (inner diameter) of the blood vessels

Vasodilation (vas-oh-die-LAY-shun)—dilation of the blood vessels

Vector (VECK-tor)—carrier, such as an arthropod, that transmits disease

Vein (vayn)—vessel through which blood passes on its way back to the heart

Venereal disease (VD) (vee-NEE-ree-al dih-ZEEZ) (vee-dee)—disease ordinarily acquired as a result of sexual intercourse with an individual who is infected

Venereal wart (vee-NEE-ree-al wart)—viral condition that can be sexually transmitted

Ventral (VEN-tral)—front; anterior

Ventricle (VEN-trih-kul)—small cavity or chamber, as in the brain or heart

Verbal communication (VER-bal kuh-myou-nih-KAY-shun)—transmitting messages using words

Verbal cues (VER-bal kyous)—words used to guide the thinking process of another

Vernix caseosa (VER-nicks kay-see-OH-sah)—sebaceous deposit covering the fetus due to secretions of skin glands

Vertebrae (VER-teh-bray)—backbones

Vertigo (VER-tih-goh)—sensation of rotation or movement of or about the person

Vesicle (VES-ih-kul)—blister-like skin lesion

Victim (VICK-tim)—someone who is injured unexpectedly, as in an accident

Virus (VIGH-rus)—specific, living, morbid principle by which an infectious disease is transmitted

Visceral (VISS-er-al)—pertaining to organs

Visceral muscles (VISS-er-al MUSS-sills)—muscles that operate without conscious control

Visual field (VIZH-you-al feeld)—refers to the area that can be seen

Vital capacity (VIGH-tal kah-PASS-ih-tee)—volume of air a person can forcibly expire from the lungs after a maximal inspiration

Vitality (VIGH-tal-ih-tee)—exuberant physical and mental strength; capacity for endurance

Vital signs (VIGH-tal sighns)—measurements of temperature, pulse, respiration, and blood pressure

Vitamin (VIGH-tah-min)—general term for various, unrelated organic substances found in many foods in minute amounts that are necessary for normal metabolic function of the body

Void (voyd)—to release urine from the bladder

Volume (VOL-youm)—capacity or size of an object or of an area; measure of the quantity of substance

Vomitus (VOM-ih-tus)—material vomited or brought up from the stomach

Vulva (VUL-vah)—external female genitalia

Vulvovaginitis (vul-voh-vaj-ih-NIGH-tis)—inflammation of the external female reproductive structures (vulva and vagina)

Wheal (wheel)—localized area of edema on the body surface, often associated with severe itching

Withdrawal (with-DRAW-al)—retreat from reality or from social contact associated with severe depression and other psychiatric disorders

Withhold (with-HOLD)—order to refrain from serving a patient or resident certain foods or all food

Word root—word form whose basic meaning can be used in forming new words by combining with prefixes or suffixes

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NURSING ASSISTANT

NURS-ING AS-SIST-ANT

A PERSON WHO HELPS AND WORKS UNDER THE SUPERVISION OF A LICENSED NURSE

NURSING ASSISTANTS WORK IN HOSPITALS AND NURSING HOMES.

Nursing assistant training consists of both classroom learning and practical experience. There are physical demands for the job: some lifting and carrying (25 to 50 pounds), reaching, and stooping. Perhaps the key skill for a nursing assistant is carrying out instructions in written, oral, or diagram form. Medical language is an area that must be mastered, as well as many commonly used written abbreviations. Training also includes the study of human anatomy and physiology*.

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* Medical terminology, anatomy, and physiology will not be included in this handbook.

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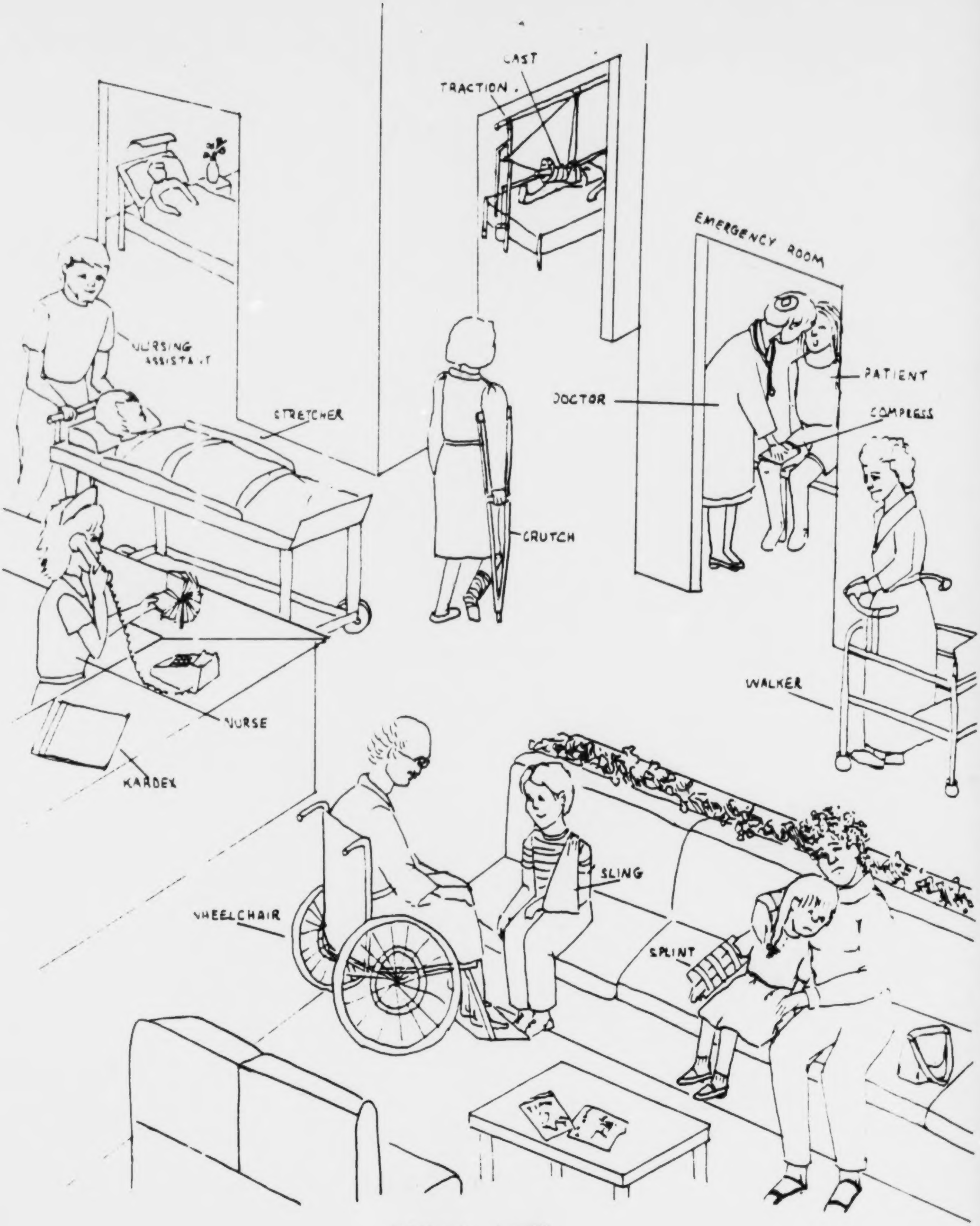

CAST
TRACTION
EMERGENCY ROOM
NURSING ASSISTANT
PATIENT
DOCTOR
STRETCHER
COMPRESS
CRUTCH
WALKER
NURSE
KARDEX
SLING
WHEELCHAIR
SPLINT

HOSPITAL LOBBY

I. Put the following words in alphabetical order.

4 injury	10 nausea
3 incontinent	1 hernia
8 linen	6 Kardex
2 impaction	5 isolation
9 medication	7 laboratory

II. Pronunciation practice: Say the following words out loud to your teacher or a friend who speaks English well.

paraplégic
úrine
exhaústion
diseáse
precaútion

spécimen
prosthésis
seízure
naúsea
ínjury

vítal signs
shock
sýmptom
cárdiopúlmonary resúscitátion

III. Spelling practice: Fill in the missing vowels. EXAMPLE: acute

1. hemorrhage
2. Fowler's position
3. sputum
4. diabetes
5. calculus
6. asepsis
7. wound
8. epilepsy
9. decubitus ulcer
10. tumor

IV. Matching: Match the word to its opposite.

5	chronic	1.	constricted
9	flex	2.	intake
8	infected	3.	discharge
3	admit	4.	unconscious
1	dilated	5.	acute
2	output	6.	pediatrics
7	diarrhea	7.	constipation
6	geriatrics	8.	sterile
4	alert	9.	extend

V. Circle words in the following list that are objects (things) a patient uses. Put a check (✓) by the words in the list that are actions a nursing assistant does.

[✓ bedpan] [✓ wheelchair] ✓transfer

✓observe ✓strip [✓ walker]

[✓ aquamatic K-pad] ✓assess [✓ catheter]

VI. Underline the terms that are the vital signs of a patient's condition:

pulse vomiting bleeding

temperature shock respiration

blood pressure

VII. Word Search: A Typical Day

C Z S N B H V M H E G O
L I D V J X S Q Y U B C
D I S I N F E C T S R Z
U E X T E N D G E Q M T
L M F T O A I R T F S R
K K N O D B V L G I E Q
E M S M R E H U S F E F
M V I S E W D S S X M Y
I T V T E R A N D E W I
I W R T A S A D Y L H C
L I C P T R S P T F P J
P V E S T Z N A B V D H

FIND THESE WORDS IN THE ABOVE PUZZLE :

✓ADMIT
✓DISINFECT
✓FLEX
✓TRANSFER
✓ASSESS
✓DRAPE
✓OBSERVE
✓ASSIST
✓EXTEND
✓STRIP

VIII. Multiple choice: Choose and underline the correct term. EXAMPLE:

Sara has (abnormal, acute, antiseptic) bronchitis.

1. Ms. Gomez put a cold (hemorrhage, prep, compress) on Bob's swollen foot.
2. Did she (prep, respond, tape) the patient for surgery yet?
3. Persons with heart problems go to the (geriatric, cardiac, pediatric) unit.
4. An operating room must be in a state of (asepsis, antiseptic, disinfectant).
5. The nursing assistant (assists, aspirates, assesses) the patient's condition.

IX. Using the clues, write a word down from each letter.

1	2	3	4	5	6	7	8	9	10
O	P	E	R	A	T	I	O	N	S
R	R	M	E	N	R	N	X	U	P
A	O	B	C	A	A	J	Y	T	E
L	S	O	O	T	C	U	G	R	C
	T	L	R	O	T	R	E	I	I
	H	I	D	M	I	Y	N	T	M
	E	S		Y	O			I	E
	S	M			N			O	N
	I							N	
	S								

1. by mouth
2. a substitute for a missing body part
3. air or matter that blocks a bood vessel
4. to write down information
5. the structure of the body
6. the process of drawing or pulling
7. a wound or damage to a person
8. a gas necessary for breathing
9. taking in and using foods
10. a sample of something taken for testing or study

X. List the four words that relate to cleanliness in the environment:

specimen
sterile
asepsis
drainage
calculus
therapy
disinfect
antiseptic

sterile
asepsis
disinfect
antiseptic

XI. Matching exercise: Write the word that has a similar meaning next to each term. Choose from the words in the list below.

bedsore
remove
sharp
feces
illness
break
wet
hang
swelling
vomit
wound
help
breathing
stone

1. calculus stone
2. assist help
3. strip remove
4. edema swelling
5. acute sharp
6. respiration breathing
7. decubitus ulcer bedsore
8. stool feces
9. emesis vomit
10. clammy wet
11. disease illness
12. injury wound
13. fracture break
14. dangle hang

CNA Test 1

Vocabulary Matching

f	1. asepsis	a. evaluation
i	2. acute	b. joint inflammation
j	3. anatomy	c. not regular
h	4. arrest	d. help
b	5. arthritis	e. able to walk
a	6. assessment	f. without infection
d	7. assist	g. withdraw
e	8. ambulatory	h. stop
c	9. abnormal	i. severe symptoms
g	10. aspirate	j. study of the body

What Do They Mean?

h	1. take your time	a. moved
i	2. on purpose	b. right away
f	3. dressing change	c. raise
a	4. transferred	d. discuss
j	5. at least an hour	e. that hurt!
c	6. elevate	f. rewrap the bandage
d	7. talk over	g. record
g	8. chart	h. slow down
e	9. oww!	i. intentional
b	10. quick!	j. 60 minutes or more

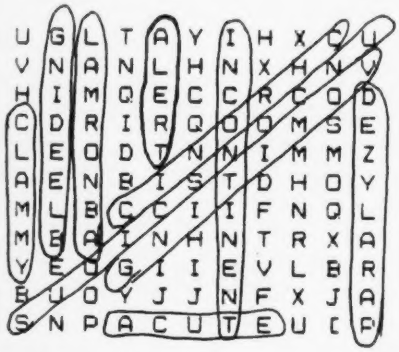
XII. Medical testing: Match the term to its definition

1. __C__ a test for microorganisms
2. __E__ a sample of something taken for testing or study
3. __F__ yellow liquid waste passed from the body
4. __I__ very small living things, some of which cause disease
5. __A__ an observable or measurable change in the body or its functions
6. __H__ feces; solid waste products of the bowel
7. __B__ a change a person notices or feels in his/her body or its functions
8. __G__ a room or building for scientific studies and testing
9. __D__ a substance spit out by coughing or clearing the lungs

A. sign
B. symptom
C. culture
D. sputum
E. specimen
F. urine
G. laboratory
H. stool
I. bacteria

XIII. Word search: PATIENT CONDITIONS

Find and circle the words (given below) in the following puzzle. The words may be backwards, forwards, up, down, or diagonal.



U	G	L	T	A	Y	I	H	X	C	U
V	N	A	N	L	H	N	X	H	N	V
H	I	M	Q	E	C	C	R	C	O	D
C	D	R	I	R	Q	O	O	M	S	E
L	E	O	D	T	N	N	I	M	M	Z
A	E	N	B	I	S	T	D	H	O	Y
M	L	B	C	C	I	I	F	N	Q	L
M	B	A	I	N	H	N	T	R	X	A
Y	E	O	G	I	I	E	V	L	B	R
B	U	O	Y	J	J	N	F	X	J	A
S	N	P	A	C	U	T	E	U	C	P

✓ABNORMAL
✓BLEEDING
✓INCONTINENT
✓UNCONSCIOUS

✓ACUTE
✓CHRONIC
✓PARALYZED
✓VOMITING

✓ALERT
✓CLAMMY

XIV. Scrambled words: Change the order of the letters and write the words. CLUE: They are all objects seen in a hospital. EXAMPLE:

	nilne	linen
1.	neapdb	bedpan
2.	restchert	stretcher
3.	reklwa	walker
4.	elhewhirac	wheelchair
5.	larinu	urinal

VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

XV. Nursing Aide skills:

A) Read the list of jobs a nursing assistant may do.

B) Decide which body system the job relates to.

C) Write the first letter of the system in front of the job. Choose from the following systems:

Musculoskeletal
Respiratory
Genitourinary
Digestive
Circulatory

JOB LIST

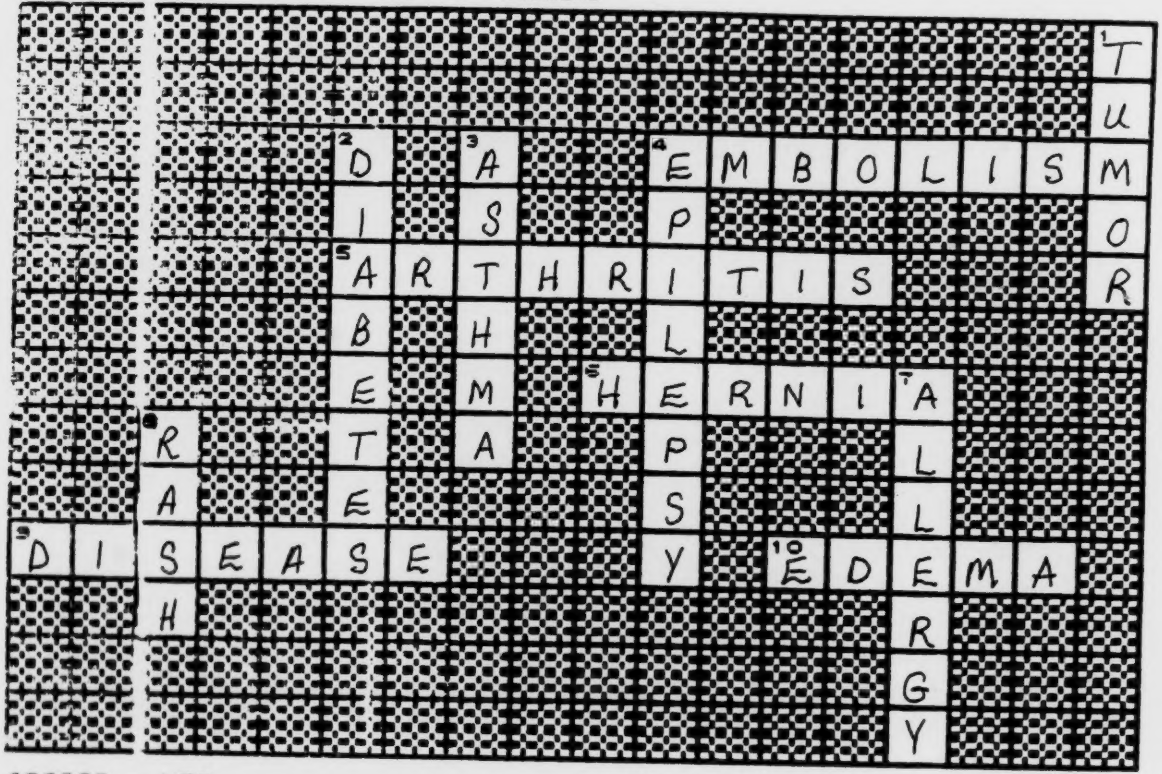
1. R prepare oxygen unit
2. D give an enema
3. M or C apply warm, wet compresses
4. R collect a sputum specimen
5. G give and remove bedpan or urinal
6. M give range of motion exercises
7. G collect a urine specimen
8. C assist with sitz bath
9. D collect a stool specimen
10. G give catheter (Foley) care

XVI. Bandages and supports: Write in the rest of the letters to make the correct word.

EXAMPLE: The doctor put a bandage over the wound.

1. Her doctor ordered an elastic binder to be put over her stomach incision.
2. He changed the dressing two times a day.
3. Joe's broken arm was held against his body by a sling.
4. The splng_ kept the broken bone supported.
5. They put a cast over my whole foot.
6. The nursing assistant applied a cold compress to the swollen area.
7. Patients who must stay in bed may need to wear ted hose to help blood circulation.

XVII. Crossword Puzzle: MEDICAL PROBLEMS


1 TUMOR
2 DIABETES
3 ASTHMA
4 EMBOLISM
4 EPILEPSY
5 ARTHRITIS
6 HERNIA
7 ALLERGY
8 RASH
9 DISEASE
10 EDEMA

ACROSS CLUES

4. AIR OR MATTER BLOCKING A BLOOD VESSEL
5. A DISEASE OF THE JOINTS
6. A TISSUE OR ORGAN PUSHING THROUGH SURROUNDING WALLS
9. AN ABNORMAL CONDITION OF THE BODY : ILLNESS
10. SWELLING

DOWN CLUES

1. AN ABNORMAL GROWTH
2. DISEASE WITH INABILITY OF BODY TO USE SUGAR
3. A RESPIRATORY DISEASE
4. DISEASE OF THE NERVOUS SYSTEM
7. HYPERSENSITIVITY TO A CONDITION OR SUBSTANCE
8. RED BUMPS OR BLOTCHES ON THE SKIN

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XVIII. Put the words of the definition in the correct order.

EXAMPLE: extend: out/straighten/to

to straighten out

1. senility: because/weakness/and/aging/mind/of/body/in

weakness in mind and body because of aging

2. ambulatory: walk/to/able

able to walk

3. arrest: function/of/the/sudden/a/stopping

the sudden stopping of a function

4. injury: or/damage/a/wound/to/person/a

damage or wound to a person

5. medication: a/drug/substance/medical/or

a medical substance or drug

6. range of motion: joints/of/to/movement/extent/the/fullest

movement of joints to the fullest extent

7. culture: for/test/a/microorganisms

a test for microorganisms

8. elimination: removal/body/the/of/wastes/from/the

removal of wastes from the body

CNA Test 2

Vocabulary Matching

i	1. bacteria	a. hard covering
h	2. communicable	b. wrap with cloth
f	3. bladder	c. taking a sample
g	4. cardiac arrest	d. correct use of muscles
d	5. body mechanics	e. awake
b	6. bandage	f. sac that holds urine
a	7. cast	g. heart attack
c	8. culturing	h. transferable
j	9. chronic	i. simple microbes
e	10. conscious	j. persisting for a long time

What Do They Mean?

j	1. look it up	a. get enough
h	2. at all	b. lock the bed rails
d	3. got over	c. falling
i	4. drape	d. recovered
c	5. slipping	e. change position
b	6. secure the rails	f. less difficult
a	7. meet your needs	g. bothered
e	8. adjust it	h. none
f	9. easier	i. to cover
g	10. disturbed	j. find something in the chart

XIX. Word Forms

A) Many of the nursing assistant terms will sometimes be used in slightly different form. Instead of the action word (verb), there may be a description (adjective), or a name for a situation or process (noun).

EXAMPLE: Kelly ambulates with assistance.
(verb)

Kelly is an ambulatory patient.
(adjective)

Early ambulation after surgery is usually helpful for recovery.
(noun)

B) Study these nouns, verbs, and adjectives in the following list.

NOUN	VERB	ADJECTIVE
dilation	dilate	dilated
fracture	fracture	fractured
injury	injure	injured
medication	medicate	medicated
constriction	constrict	constricted
assessment	assess	assessed
constipation	constipate	constipated
paralysis	paralyze	paralyzed

XIX. C) Sometimes there are only two commonly used forms:

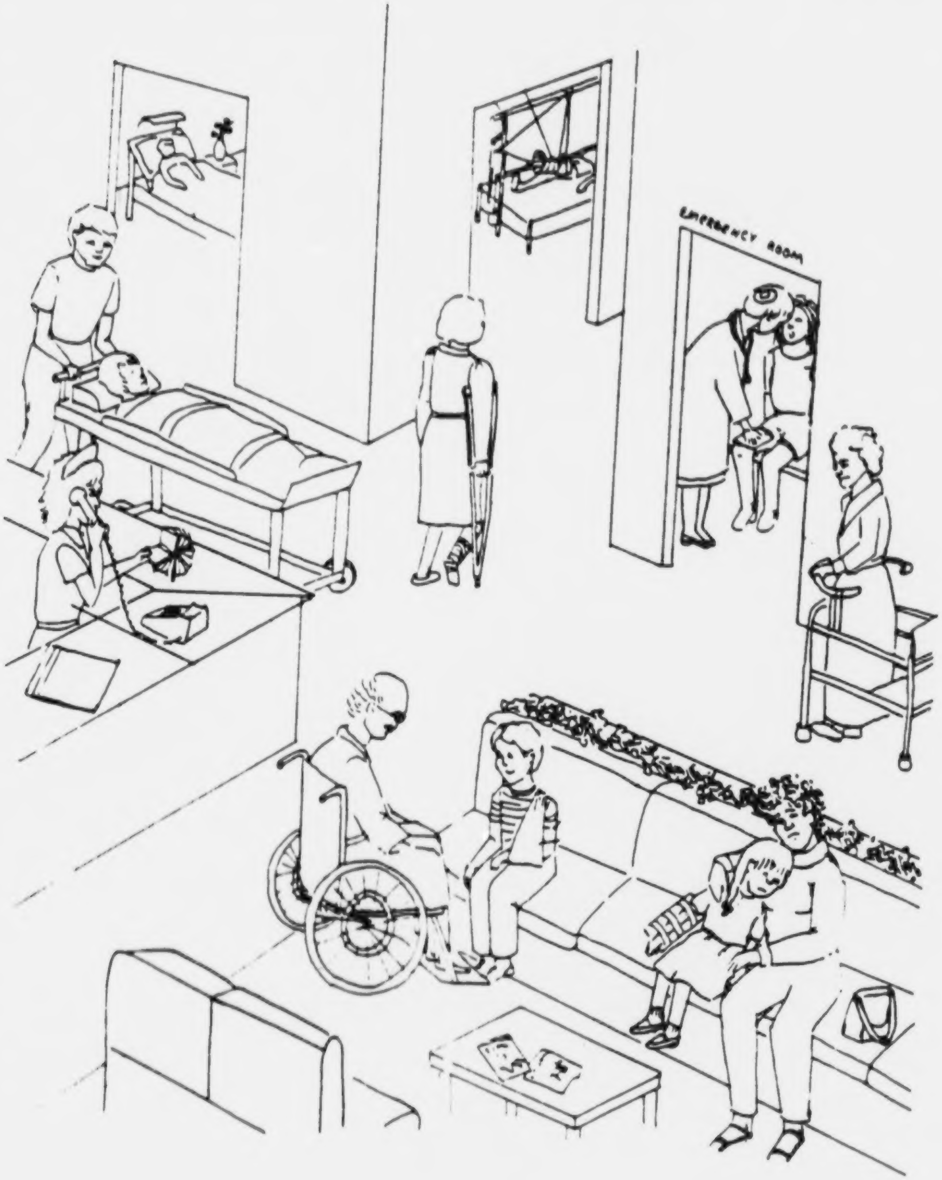
NOUN	VERB	ADJECTIVE
rectum	----	rectal
senility	----	senile
diagnosis	diagnose	----
urine	urinate	----
drainage	drain	----
exhaustion	----	exhausted
assistance	assist	----
assistant	assist	----

D) Exercise: Underline the correct form of the term.

1. Tom came to the hospital with a (fracture, fractured) pelvis.
2. The doctor prescribed different (medication, medicate, medicated) for the patient.
3. What is your (assessment, assess, assessed) of the situation?
4. The girl was (paralysis, paralyze, paralyzed) after the accident.
5. (Senility, Senile) is a problem of older people.
6. Where are you (injury, injure, injured)?
7. Did the doctors (diagnosis, diagnose) the condition?
8. That patient was (exhaustion, exhausted).
9. There is some (drainage, drain) from the wound.
10. Bill has to (urine, urinate).

XX. On the following picture, point to these things:

crutch
compress
cast
doctor
stretcher
sling
Kardex
splint
nursing assistant
traction



XXI. Memory Game: Study the illustration on Page 20, then try to answer the following questions.

1. In what position is the patient in the room with the flowers?
   Semi-Fowler's
2. How many children are in the picture?
   2
3. Where is the nurse?
   at the desk
4. What is the nursing assistant doing?
   pushing the stretcher
5. Who is in a wheelchair?
   a man
6. What is on the table in the lobby?
   the Kardex (magazines)
7. Where are the Kardex forms?
   on the desk (counter)
8. Name three things in the picture with wheels?
   stretcher, wheelchair

XXII. Labelling Game:

A) Study the full page illustration on Page 6.

B) Label the picture on Page 20 with as many terms as you can remember.

C) Check your labels against the original illustration on Page 6.

VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

I. Following are just a few of the common abbreviations used by nursing assistants. Study them and then do the exercises.

@	at
$\bar{c}$	with
$\bar{s}$	without
$\bar{p}$	after
$\bar{q}$	each, every
h	hour
B.M.	bowel movement
BRP	bathroom privileges
B.P.	blood pressure
cc	cubic centimeters
I & O	intake and output
I.V.	intravenous
PO	by mouth
NPO	nothing by mouth

PRN	as desired or needed
T.P.R.	temperature, pulse, respiration
wt.	weight
NA	nursing assistant
LPN	licensed practical nurse
RN	registered nurse
PT	physical therapist or therapy
DC	discontinue
ROM	range of motion
BR	bed rest
HS	hour(s) of sleep
L.M.P.	last menstrual period
Fx	fracture

II. Write the abbreviations for these words and phrases: EXAMPLE: __@__ at

1. __$\bar{C}$__ with
2. __h__ hour
3. __LPN__ licensed practical nurse
4. __CC__ cubic centimeter
5. __BR__ bed rest
6. __$\bar{q}$__ each, every
7. __PT__ physical therapy
8. __NPO__ nothing by mouth
9. __I.V.__ intravenous
10. __$\bar{p}$__ after

III. Write or say orally what the abbreviation stands for:

EXAMPLE: @ at

1. RN registered nurse
2. BRP bathroom privileges
3. wt. weight
4. I & O intake and output
5. ROM range of motion
6. s̄ without
7. T.P.R. temperature, pulse, respiration
8. B.M. bowel movement
9. B.P. blood pressure
10. PRN as desired or needed

IV. Circle at least 5 abbreviations on the Kardex form on the next page and explain what they stand for.

KARDEX FORM

DIET

NOURISHMENT - SPECIAL FEEDING

ALLERGIES

ACTIVITIES

- __ COMPLETE BED REST
- __ BED REST
- __ BRP
- __ [✓ UP AD LIB]

BATH

- __ BATHE PATIENT
- __ PARTIAL
- __ BATHE SELF
- __ TUB
- __ SHOWER

I & O

CLINITEST

WEIGHT

B.P.

T.P.R.

X-RAY

SPECIAL EQUIPMENT OR PROSTHESIS

SPECIAL TESTS

LAB TESTS

IV'S

DATE	DC	STANDING MEDICATIONS	DATE	DC	PRN MEDICATIONS

TREATMENTS - STANDING & PRN

SURGERY:

CONSULTANT

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VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

V. On the following page, there is another Kardex form. Use the chart (Kardex) to do these activities:

A) Identify as many abbreviations as possible.

B) Make a list of as many of the vocabulary terms as you can recognize on the Kardex.

C) Make a list of other words on the Kardex that you do not know or understand.

1) Look up these new words in a dictionary.
2.) Learn to pronounce the new words.

D) Write the heading for the part of the Kardex where the following terms are found. EXAMPLE:

seizure precautions	monitoring
1. physical therapy	resources
2. date of last B.M.	elimination
3. isolation	safety needs
4. up ad lib	mobility
5. allergies	admission data
6. feed self	assistance required
7. B.P. $\bar{q}$	monitoring
8. dangle	mobility
9. shower	hygiene
10. incontinent	elimination

Patient Care Plan

FLOW SHEET

ADMISSION DATA

LERGIES (write in red)

RSONAL HISTORY

rital Status (Circle)
M S W D Sep

ext of Kin ____

lationship ____

one # ____

pendents ____

nguage Spoken ____

ligion ____

cupation ____

are of Diagnosis
Yes ____ No ____

YSICAL TRAITS

mission Weight ____

mission Height ____

____ Smoker ____ Non-Smoker

____ R Handed ____ L Handed

____ Limitation to Mobility ____

____ Difficulty Seeing
____ Left ____ Right

____ Glasses ____ Contacts

____ Difficulty Hearing
____ Left ____ Right

____ Hearing Aid

____ Difficulty Communicating

R INFORMATION ____

TIONAL TRAITS

tions to Stress ____

g Patterns

MONITORING

Weigh qd ____ other ____

Scale Used ____

____ TPR q̇ ____

____ BP q̇ ____

____ Clinitest ____

____ Pedal Pulses ____

____ Apical/Radial Pulse ____

____ Circulation Checks ____

____ Neuro Checks ____

____ Seizure Precautions

NUTRITION/FLUID BALANCE

DIET

Date Type
____ ____
____ ____
____ ____

____ Tube feeding
____ cc q ____ hrs

NOURISHMENT
____ ____
____ ____
____ ____

ASSISTANCE REQUIRED

____ Feed self

____ Prepare Food

____ Needs assistance

____ To be fed

FLUID BALANCE

____ I & O q̇ ____

____ Restrict or Force to ____ cc

24 hours
7-3 ____ cc
3-11 ____ cc
11-7 ____ cc

____ IV Therapy (See IV Section)

ELIMINATION

____ Commode ____ Bedpan

____ Incontinent

____ Date of Last B.M. ____

____ Date of L.M.P. ____

____ Foley Bag & Tubing Change

DC Date ____ Time ____

____ Foley or Perineal Care

____ Bladder Irrigation
Type ____
DC Date ____ Time ____

HYGIENE

BATH ____ Bathe patient
____ Partial
____ Self
____ Tub
____ Shower

Oral hygiene ____

Appliances ____
Dentures ____ Upper
____ Lower
____ Partial
____ Bridges ____ Caps

Hair care ____
____ Shampoo

MOBILITY

____ Up ad lib

____ Bedrest

____ BRP

____ Dangle

____ Chair ____

____ Ambulate c̄ assistance

____ Walker

____ Wheelchair ____

Other directives ____

____ Turn q̇ ____ hours
____ odd ____ even hours

____ High risk for pressure areas

Location ____

Special Equipment ____

SAFETY NEEDS

SIDE RAILS

____ HS Only

____ Constant

____ Additional Bottom Rails

____ Release Signed

RESTRAINTS

Type ____

SKIN TESTS

Date	Time	
PPD		
Cocci		

ISOLATION

CPD Called ____

Type ____

Date In ____

Date Out ____

RESOURCES

PHYSICAL THERAPY ____

OCCUPATIONAL THERAPY ____

SPEECH THERAPY ____

BEHAVORIAL HEALTH ____

REHABILITATION ____

SOCIAL SERVICE ____

PATIENT'S STAMP

ACUITY RATING

AREAS	PT 1-3
Mobility	
Nutrition	
Hygiene	
Elimination	
Medication	
IVs	
Procedures	
Psycho/Social Teaching	
GRAND TOTAL	
CATEGORY	

TEACHING NEEDS

DISCHARGE PLANNING ASSESSMENT

YES	NO	YES ANSWER INDICATES DCP NEED
		AGE GREATER THAN 60
		CHRONIC ILLNESS
		CHANGE IN LIFE STYLE ILLNESS
		MULTI-PROBLEMS
		SPECIAL FAMILY/LIVING SITUATION
		RECENT DISCHARGE

DCP BY NURSING ____ DCP TEAM REFERRAL ____

SIGNATURE ____

SPECIAL INSTRUCTIONS

BEST COPY AVAILABLE

CNA Test 3

Vocabulary Matching

h	1. drape	a. hanging down
e	2. emesis	b. water injection into rectum
f	3. decubitus ulcer	c. agent used to kill germs
i	4. discharge	d. act of identifying disease
a	5. dangling	e. act of vomiting
g	6. dilate	f. bedsore
j	7. edema	g. to enlarge
c	8. disinfectant	h. cover
d	9. diagnosis	i. carried out as patient leaves facility
b	10. enema	j. excessive fluid in tissues

What Do They Mean?

e	1. check the Kardex	a. arrange a certain way
g	2. vital signs	b. record
j	3. oral	c. raise
i	4. remove your jewelry	d. secured at night
h	5. head of the bed	e. look at patient's records
a	6. position	f. group of symptoms
b	7. chart	g. temperature, pulse, blood pressure
c	8. elevate	h. front part
f	9. disease	i. take off earrings, etc.
d	10. side rails	j. pertaining to the mouth

VESL VOCABULARY EXERCISES: SAFETY

I. Every job has rules for safety to protect the workers and others within the job environment. Here are some things a nursing assistant can do to maintain a safe work environment:

1. Assist in case of fire or disaster.
2. Clean up spilled water, food, etc. right away.
3. Report defective equipment (anything that is not working correctly).
4. Apply restraints properly for the safety of the patients.
5. Avoid transmitting (passing along) infection by hands, uniform, food, equipment, linen, etc.
6. Keep hallways and stairways clear.
7. Be alert to unusual behavior in patients.
8. Keep floors clear of toys, newspapers, electrical cords, etc.

II. Write the number of the safety rule which applies to each of the following situations.

1. 1 Mr. Brown was smoking in bed and the sheet caught on fire.
2. 4 The old man in the wheelchair is slipping.
3. 8 Ms. Rodriguez threw the newspaper on the floor after she finished reading it.
4. 2 Johnny knocked over a glass of water.
5. 6 There are a stretcher, a cleaning cart, and two wheelchairs in the hallway.
6. 3 Mrs. Lee's buzzer isn't working.
7. 5 Sara didn't wash her hands before changing the dressing.
8. 4 or 7 Mr. Kowalski is pulling on the IV tube in his arm.
9. 7 Ms. Grossman is extremely restless this evening.

VESL VOCABULARY EXERCISES: JOB SKILLS

I. Look at the column labelled "Job Skills" on the chart on Page 38. Write or name some commun duties of a nursing assistant, starting with the word given. EXAMPLE:

Gives treatments as directed, for example: heat and cold applications

1. Transfers
2. Records
3. Prepares
4. Monitors
5. Assists
6. Provides
7. Serves
8. Uses
9. Collects

Nursing Assistant

Under the supervision of a licensed nurse, the Nursing Assistant:

Related Basic Skills

MATHEMATICS

- Uses addition, subtraction, multiplication, and division. To measure pulse rate, intake and output
- Converts measurements into metrics and reverse

SCIENCE

- Identifies the basic organization of the human body, its systems, structure, and functions
- Applies the knowledge of gravity, movement, force and counter force to nursing care
- Uses the principles of cleanliness to prevent the spread of disease
- Identifies the principles of nutrition and how disease is prevented or controlled through diet

COMMUNICATIVE ARTS

- Uses correct medical language and abbreviations
- Uses computer skills. For example enters and receives patient information and orders supplies
- Writes clearly and concisely on patients' charts and forms using correct grammar and spelling
- Uses appropriate verbal and non-verbal communication with patients, co-workers, and supervisors.
- Reads materials related to the job

Job Skills

- Provides personal care for patient, for example: bath, mouth and nail care, and back rubs.
- Measures body temperature, pulse, respiration, blood pressure, alertness, height, and weight.
- Prepares the patient for mealtime; serves trays; feeds and/or assists the patient in eating; and measures intake and output.
- Uses proper body mechanics when lifting, moving, or positioning the patient and when making the patient's bed.
- Gives treatments as directed, for example: heat and cold applications
- Provides care for patient in a cast or traction; assists patient in performing joint motion exercises
- Collects samples from bladder, bowel, and lungs; performs routine tests
- Provides a clean, safe environment for the patient, monitors proper functioning of health care equipment
- Provides basic emergency care. For example: first aid and CPR (cardiopulmonary resuscitation).
- Assists the licensed nurse in admitting and sending the patient home from the nursing unit, or transferring the patient from one room or unit to another.
- Provides supportive care for the dying patient and family; cares for the body after death.
- Reports, records, and acts upon all patient observations promptly and accurately.

Responsibility Skills

- Speaks and acts according to the rules and laws governing health care, for example: respects the patient's privacy.
- Works as a health care team member.
- Demonstrates respect for others' points of view.
- Demonstrates punctuality, dependability, and honesty.
- Follows instructions.
- Uses initiative and imagination to solve problems within the scope of the job.
- Maintains a neat and clean appearance and dresses appropriately.
- Works well under pressure; copes with differing work situations; accepts change and makes adjustments.
- Organizes work to promote effective and efficient use of time.
- Maintains good health.
- Displays sensitivity for how a person's background, especially culture, influences actions and reactions in the health care setting.

Arizona Department of Education, 1984

II. Name six things a nursing assistant measures.

1. body temperature
2. pulse
3. respiration
4. blood pressure
5. alertness
6. height/weight

III. What does a nursing assistant use body mechanics for? Circle the letter of all correct answers.

[✓ A)] lifting

B) collecting sputum specimens

C) positioning a patient

D) making a bed

E) admitting a patient

F) moving a patient

CNA Test 4

Vocabulary Matching

j	1. geriatrics	a. need to vomit
i	2. negligence	b. IV
e	3. inflammation	c. separated
g	4. medication	d. break in bone
b	5. intravenous infusion	e. tissue reaction to injury
h	6. nutrition	f. equipment used to sustain life
d	7. fracture	g. used for treatment of disease
f	8. life support system	h. food for growth and repair
a	9. nausea	i. failure to give care
c	10. isolation	j. care of the elderly

What Do They Mean?

i	1. hand me	a. 98.6
f	2. so far	b. right now
h	3. assignment sheet	c. bedclothes
j	4. strip the bed	d. bendable
g	5. look out!	e. large discharge of blood
a	6. temperature is normal	f. up to this time
c	7. linen	g. be careful
d	8. flexible	h. list of duties
e	9. hemorrhage	i. give me
b	10. for the time being	j. take off the linens

SAMPLE LESSON PLANS

Instructor generated lesson plans.

Sweetwater Union High School District
Division of Adult & Continuing Education 1994

Lesson Plan 1

Core reading lesson: "The Duties of a Nursing Assistant"
Book Title and publisher: *Getting Ready to be a Nursing Assistant,*
Del Mar Publishing

Objective: to introduce students to the basic duties of a nursing assistant

Basic Skill: vocabulary in context

Review: Discuss "who does what" in a hospital by asking students questions and involving them in conversation.

	dispense medication	give directions	check vital signs	make medical decisions	move patients
nursing assistant					
licensed practical nurse					
registered nurse	√				
medical doctor	√				

Introduction: Write questions on board and have students discuss them (groups of two or three) then discuss the questions as a class.

THINK ABOUT

If you were sick in a hospital, what would you need most?
What people and things would you like to have around you?
What might make you feel scared?
What would help you feel more comfortable?
What do you think a nursing assistant does?

Presentation: Have students read the chapter in text to themselves, underlining words they don't understand as they read. Discuss the lesson by asking students questions and explaining words not understood.

Practice: Discuss vital signs and have students practice taking each other's pulses and writing them down. Then discuss normal pulse rates. Have students complete exercises on pp. 18-21. Go over them orally.

Demonstration: Have students take pulses of family members or friends (adults and children) and bring the results to class the following day.

Lesson Plan 2

Core reading lesson: Unit 1 "Finding Facts Fast"
Book Title and Publisher: ***Raising Your Reading Test Scores,***
Educational Design Inc.

Objective: to enable students to search quickly for answers to who, what, and where etc. questions.

Basic Skill: reading, scanning

Introduction: write on board to make sure students understand the meanings of these type of questions.

who?
what?
where?
when?
how much?
what time?
how far?
how many?

Have students (groups of two) ask each other some personal questions using these phrases.

Discuss the phrase "search quickly".

Presentation: Have students read Samples 1-2, page 8. Go through orally with them stressing the need to search quickly.

Sample 1: One of the Greatest bank robberies in history was the Brinks Armored Car robbery. Gunmen stole valuables worth $2,775,395.12. Of this, $1,218,211.19 was in cash. But the robbers overlooked a steel box which contained an additional $800,000, also in cash. Eventually the thieves were caught and given long prison sentences.

How much cash was stolen in the Brinks robbery?
(A) $2,775,395.12
(B) $1,457,147.89
(C) $1,218,211.19
(D) $ 800,000.00

The correct choice is (C), $1,218,211.19.

When you are looking for facts, you don't have to reread the entire selection. Search through the selection as quickly as you can.

Sample 2: In 1927, Charles Lindbergh landed in Paris after flying across the Atlantic Ocean. The flight distance was more than 3,600 miles, and the flight time was almost 33 1/2 hours. When Lindbergh landed, he was met by a crowd of more than 20,000 people. Other pilots had flown across the Atlantic before, but he was the first to do it alone.

How many miles did Lindbergh travel on his famous flight?
(A) 33 1/2 miles
(B) 1,927 miles
(C) 3,600 miles
(D) 20,000 miles

The correct choice is (C), 3,600 miles.

Practice: Assign a timed completion of selections 1-8 telling students to stop when time is up. (Take time here to stress not needing to reread the entire paragraph.)

Selections 1-8

1. Did you ever touch a hot pan on a stove? You probably did not hold it for long. A burn can be very painful. Most burns are minor, or not serious, because you know quickly when you have touched something hot. These minor burns that turn red are called first-degree burns. Sometimes a burn will turn red and get blisters. This more serious type of burn is called a second-degree burn. When the burn goes deeper into your skin, it is called a third-degree burn.

   The type of burn that usually has blisters is ____.
   A. first-degree burn
   B. second-degree burn
   C. third-degree burn
   D. a serious burn

2. Broken bones, sprains, cuts, burns and heart attacks are all emergencies. Someone needs to help the victim in an emergency. First, you need to survey the

situation. Is it safe for you to go near the victim? Don't move the victim unless he is in immediate danger. Then try to figure out what happened. If you did not see what happened, look around for clues, or signs, that can tell you.

You should move an injured person ____.

A. right away
B. before the ambulance comes
C. if he has no broken bones
D. only if it is necessary

3. Medicines and drugs can keep us healthy, stop pain, and kill germs if they are taken correctly. Often the doctor will explain how you should take a medicine. The pharmacist can also explain the correct dosage. That is, he will tell you how much medicine to take and how often to take it. You can also read the directions on the label. The directions on a prescription drug tell the dosage.

Who can explain how to use a prescription? ____

A. only doctors
B. CNA's and pharmacists
C. doctors and pharmacists
D. only pharmacists

4. It is important to get enough sleep. How much sleep do you really need? The old rule said you should sleep eight hours every night. Doctors now say that you need just enough sleep to make you feel rested. Most young children need at least nine hours of sleep. Some adults need eight hours of sleep, but others need only four or five to wake up rested.

Which question about sleep is true? ____

A. All children need nine hours of sleep.
B. You may need more sleep than other people in your family.
C. You should sleep eight hours per night.
D. Doctors don't know how much sleep is needed.

5. Your body uses nutrients in different way. There important nutrients for your body are water, minerals, and vitamins. You cannot live long without water. Your body is 96% water. Your body loses water all the time - you lose water when you sweat, when you cry, when you sneeze, and when you get rid of wastes. To replace this water, you should drink at least eight glasses of water every day.

Bodily water can be lost through ____ .

A. water, minerals and vitamins.
B. sweating and getting rid of wastes
C. 96% of your body
D. drinking 8 glasses of water a day

6. Yesterday Jaime Cruz felt upset about something. His boss gave him a hard time. Jaime used to have a drink and a cigarette when he was upset. This time, when Jaime got home, he took a long walk. He walked almost three miles. He began to feel better almost at once. Jaime knows that when he is unhappy or tired, taking a long walk makes him feel better.

Jaime took a long walk because he ____ .

A. was tired
B. wanted stronger muscles
C. was upset
D. had a drink and a cigarette

7. Blood is made up of plasma and blood cells. Plasma, a yellow liquid, carries nutrients and some waste products. The heavier, solid parts of blood are blood cells. Most blood cells are red blood cells. These cells carry oxygen to the body cells and take carbon dioxide away from them. Besides red blood cells, there are white blood cells, which help fight disease.

Which statement is not true about plasma? ____

A. It is a liquid.
B. It is made up of red blood cells.
C. It carries nutrients.
D. It is one part of blood.

8. Rita is a nursing assistant who works with patients with cardiovascular problems. Some of her patients receive a treatment called angioplasty. Angioplasty means remodeling of a blood vessel. A surgeon can open a clogged blood vessel by putting a tube called a catheter into that blood vessel. When the catheter reaches the clogged area, the surgeon uses a hand pump to blow up a balloon inside the catheter. The balloon opens the blood vessel, allowing blood to flow more freely.

Angioplasty is a method of ____ .

A. bypassing blood vessels
B. opening blood vessels
C. correcting an irregular heartbeat
D. inserting arteries into the cardiac muscle

Lesson Plan 3

Core reading lesson: Unit 3 "Main Idea and Best Title"
Book Title and Publisher: ***Raising Your Reading Test Scores,***
Educational Design Inc.

Objective: to enable enable potential CNA students to find the most important point or best summary of a paragraph.
Basic Skill: close (selective) reading during test taking

Introduction: Discuss the fact that there are many different ways to ask for the main idea of a selection. The test question may ask questions like --

- what is the selection mainly about?
- the most important point in this story is ___
- the central theme of this selection is ___
- the best summary of this paragraph is ___

Presentation: Have students read Sample 1 and select the main idea.

Sample 1: A nursing assistant is a very important member of the health care team. The nursing assistant works directly with patients providing for their physical and emotional needs. The duties of nursing assistants vary according to the type of health care facilities that employ them. Following are some of the most common duties they perform.

The main idea of this paragraph is ____
A. hospitals and doctors
B. duties of nursing assistants
C. finding a job
D. health care facilities

Discuss why the correct choice is **B** by reviewing the questions in the introduction.

Have students read Sample 2 and answer the question.

Sample 2: If there is a real fire, there are certain things to do. The first thing to remember is to keep calm. Patients may become frightened and they can help the patients. People who are in immediate danger should be moved to safety. Then the fire alarm should be rung and the evacuation plan followed. Nursing assistants should get to know this procedure for removing people from the facility. They should learn the locations of fire exits. Most facilities have a map that shows where the fire exits are. The location of fire control equipment, such as fire extinguishers and fire doors, should also be known.

The best summary of this paragraph is ____

A. The Fire Department should be called in case of a fire.
B. Patients may become frightened and confused if there is a fire.
C. There are certain rules that should be followed if there is a fire.
D. Fire exits should be shown on a map.

Have students discuss their answer with a partner first. Then help them determine which details are not as important as others. (The correct choice must be C. A, B, and D are all details which help describe fire safety measures but they are not the main idea.)

Next have students read Sample 3 and select the best title.

Sample 3: Most people live by certain rules that say what is right and what is wrong. These rules are called **ethics**. Nursing assistants must follow certain rules, or ethics, every day on the job. The first and most important rule of ethics is that life is precious, or worth very much. Health care workers must always keep this rule in mind. The second rule is to treat all patients the same. It is not fair to treat people differently based on their color, sex, age or religion. This is called **discrimination**. Discrimination is ethically wrong. The third and very important rule of ethics is **confidentiality**, or keeping patient information private. Personal information that patients tell to nursing assistants is private. The fourth rule of ethics is to avoid doing anything which is against the law. If a nursing assistant sees someone breaking the law, he should report it to a supervisor.

The best title for this selection is____ .

A. Discrimination is Wrong
B. Ethics and the Nursing Assistant
C. Keeping Secrets
D. Life is Precious

Again allow time for the students to discuss their answers among themselves. Ask for a show of hands for each answer and discuss why or why not. (Correct choice is **B**. The other choices do not offer the most important information.)

Practice: Pass out a timed reading of eight selections in which the students choose the main idea or best title for the paragraph.

You will now practice working with the main idea. Read the next selections and answer the questions.

Selections 1 - 8

1. From birth until death, humans go through many stages of development. Each person who lives to the last stage of life must pass through every other stage on the way. Every life is different. People have different experiences and make different choices. These life stages are general ideas about what happens in human life.

   The main idea of this selection is ____

   A. The stages of life are general ideas.
   B. Every person's life follows the exact same pattern.
   C. Some life stages are easier than others.
   D. Some people travel in late adulthood.

2. Patients may have difficulty sleeping because of noise or pain. Although complete silence in a hospital is impossible, there are ways to reduce noise. Equipment can be handled carefully, and conversation can be limited. If pain prevents a patient from sleeping, a nurse may give medication. The nursing assistant can help by having the patient ready for sleep before the medication is given. Then the patient can go right to sleep without being disturbed again. Other ways of helping a patient to sleep include giving a back rub, providing a change of position, and making the bed neat.

The main idea of this selection is ____ .

A. patients usually cannot sleep
B. nursing assistants can help patients who have difficulty sleeping
C. patients should be given medication to help them sleep
D. patients feel pain in many different ways

3. A nursing assistant who understands paitents' emotional needs can help them to cope better. Being sick is a stressful and emotional time for most people. At this time, they need to be treated with extra understanding and given support. Related to the need for respect is the need for **privacy**. When assisting patients, everything should be done to avoid making patients feel uncomfortable. In addition to the need for privacy, patients may need comfort, or **reassurance**. Giving patients a chance to talk and listening to everything that is said can help them deal with their fears. Another important need of many patients is **spiritual**, or religious, support. People's spiritual needs are often greater when they are ill and afraid.

Another title for this reading could be ____ .

A. Privacy Is Important
B. Religious Needs of Patients
C. Call Patients By Their Names
D. Emotional Needs of Patients

4. **Cells** are the most basic parts in our bodies. All living things are made up of cells. In your body, groups of similar cells work together to do a specific job. These groups of cells are called **tissues**. Tissues work together to make up organs. The stomach and the heart are examples of **organs**. Organs work together to make up systems. Each body system has special functions to perform. From cell to system, the parts of the human body work together. Groups of cells work together to form tissues. Different tissues work together to form organs. Groups of organs form systems, and systems work together to make up the human body.

The best title for this selection is ____ .

A. Cells
B. How The Digestive System Works
C. Parts of the Human Body
D. Using a Microscope

5. A person gets antibodies in several ways. Infants get antibodies through mother's milk. These antibodies make them immune to some diseases, but only for a short time. As children grow, they need to develop their own immunity.

One way they do this is by getting sick and recovering. For example, when children get the measles, their bodies naturally produce measles antibodies. These antibodies prevent them from getting the measles again. People also develop immunities by getting shots, or vaccinations. A vaccination makes a person's body produce antibodies for sicknesses she has not had. Only some vaccinations give permanent immunity from a particular sickness.

This selection is mainly about ____ .

A. mother's milk is important for babies
B. it is important to get the measles
C. permanent immunity is the result of mother's milk
D. there are different ways to get antibodies

6. Sometimes people look, but they do not really see. And sometimes people see only what they want to see. Looking at things in either of these ways can be dangerous, especially in the medical profession. Looking at, or **observing**, a patient carefully could mean the difference between life and death. Observing patients carefully is an important part of the job of a nursing assistant.

The main idea of this paragraph is ____ .

A. Health workers should see only what they want to see.
B. You should believe only what you see.
C. All patients look about the same.
D. Health workers have to observe carefully.

7. Useful observations are **objective**; they are based on facts. It is important to distinguish between facts and interpretations of facts. For example, a nursing assistant goes into a patient's room and discovers a tray of food that is only partially eaten. The fact is that the patient has not eaten all of the food. This is an objective observation. However, there are many ways of interpreting this fact. Maybe the food was cold. Maybe the patient's meal was interrupted. Maybe the patient was angry about something. These are interpretations of the facts, or **subjective** statements. The nursing assistant should report only objective observations.

The main idea of this paragraph is ____ .

A. A nursing assistant has to know the right way of interpreting facts.
B. If a patient doesn't finish his meal, it means he's not hungry.
C. Nursing assistants report facts, not interpretations.
D. If a patient is angry, he may not eat.

8. There are many paths to follow in the field of nursing today. In addition, the demand for trained nursing professionals is on the rise. The United States currently has a shortage of many nursing professionals. For those who enjoy it, nursing is a promising career for the future.

Which sentence states the main idea of the last paragraph? ____

A. Nursing assistants enjoy their jobs.
B. Only nursing assistants will be able to find jobs in the future.
C. It will be difficult to find a job in nursing in the future.
D. The future looks good for nursing professionals.

SUGGESTED LESSON PLANNING

The Reading Attainment System series (Books 1-10) is aimed at helping improve reading, vocabulary, and thinking skills. Since the aim of the Employability Skills Center is to focus on skills needed to to a specific job, chapters which were related to the field of health were chosen. Below is a list of these chapters.

Reading Attainment System:

Book 1 - Chapter 6	"Are You Drawn-Proof?"
Chapter 14	"Tips on Filling Out Job Applications"
Book 2 - Chapter 4	"Fires That Water Won't Put Out"
Book 3 - Chapter 9	"Poisons and Antidotes"
Book 4 - Chapter 13	"Look Out for Quacks!"
Book 5 - Chapter 10	"What Does Anger Do to You"
Book 6 - Chapter 9	"Black Death"
Book 7 - Chapter 12	"Animals That Help Each Other"
Book 8 - Chapter 5	"Warning! Poison"
Book 9 - Chapter 14	"Man Without Sleep"

SUGGESTED SUPPLEMENTARY MATERIALS:

READING IN THE WORKPLACE HEALTHCARE

Educational Activities, Inc.,
Freeport, NY 11520

- Computer Generated Study Guides & Keys
- Instructional Generated Study Guides & Keys

READING IN THE WORKPLACE: HEALTH CARE

Educational Activities, Inc.,
Freeport, NY 11520

Computer generated reproducible study guides.

READING IN THE WORKPLACE
Health Care

HOMOGRAPHS

Each of the words listed below has three different meanings. Put a check on the line next to the definition that best applies to the health-care field.

1. treat

______ to pay for another person
______ to provide medical care
______ to discuss terms

2. condition

______ the state that a person is in
______ part of a legal agreement
______ something needed for something else to happen

3. disabled

______ took away legal rights
______ not working properly
______ weakened by illness or injury

4. dressing

______ a sauce added to salad
______ something put on a cut to help it heal
______ the act of putting on clothes

5. pressure

______ a forceful influence
______ force applied to stop bleeding
______ the amount of air in a tire

6. victim

______ a person sacrificed to a god
______ a person who is injured or hurt
______ a person who is tricked

7. support

______ to help or assist
______ money paid by one parent to another to help with the expenses of the children
______ the foundation or base of a building

8. operate

______ to perform a military action
______ to cause to function
______ to perform surgery

9. congested

______ having a lot of fluid in the nose area
______ having too much traffic on the road
______ having a lot of people living in an area

10. circulation

______ the average number of copies of a magazine over a period of time
______ the total number of items borrowed from a library
______ the path of blood through the body

Name ______________________________ Class __________ Date ______

READING IN THE WORKPLACE: Health Care
Educational Activities, Inc., Freeport, NY 11520

Reproducible Master
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READING IN THE WORKPLACE
Health Care

CROSSWORD PUZZLE

Use the vocabulary words in the word box below to fill in the crossword puzzle on worksheet #3. Note: Some of the words in the word box are not used in the puzzle.

WORD BOX

applied
blisters
cancer
chores
clammy
condition
contract
disabled
discolored
dosages
dreaded
dressing
exposed
infected
nausea
pneumonia
prescribed
private
relieve
setup
side rails
signal cord
slurred
stress
swelling
symptoms
tissues
tragic
victim

CLUES

ACROSS

1. a bed attachment that can be raised and lowered
3. mental pressure
4. the state a person is in
8. put on
10. feared greatly
11. something applied to a wound
13. raised areas of the skin containing watery liquid
16. an object used to call for help
18. not having full ability
19. layers of cells
20. very sad

DOWN

1. changes that indicate a problem
2. not the usual color
3. materials needed for a procedure
5. amounts of medicine
6. a stomach problem that makes you feel like throwing up
7. to ease
9. ordered the use of a drug
12. left without protection or care
14. spoken incorrectly
15. to catch or come down with a disease or illness
16. puffed up or enlarged body parts
17. moist

See Worksheet #3 for Crossword Board

Name ______________________ Class __________ Date ______

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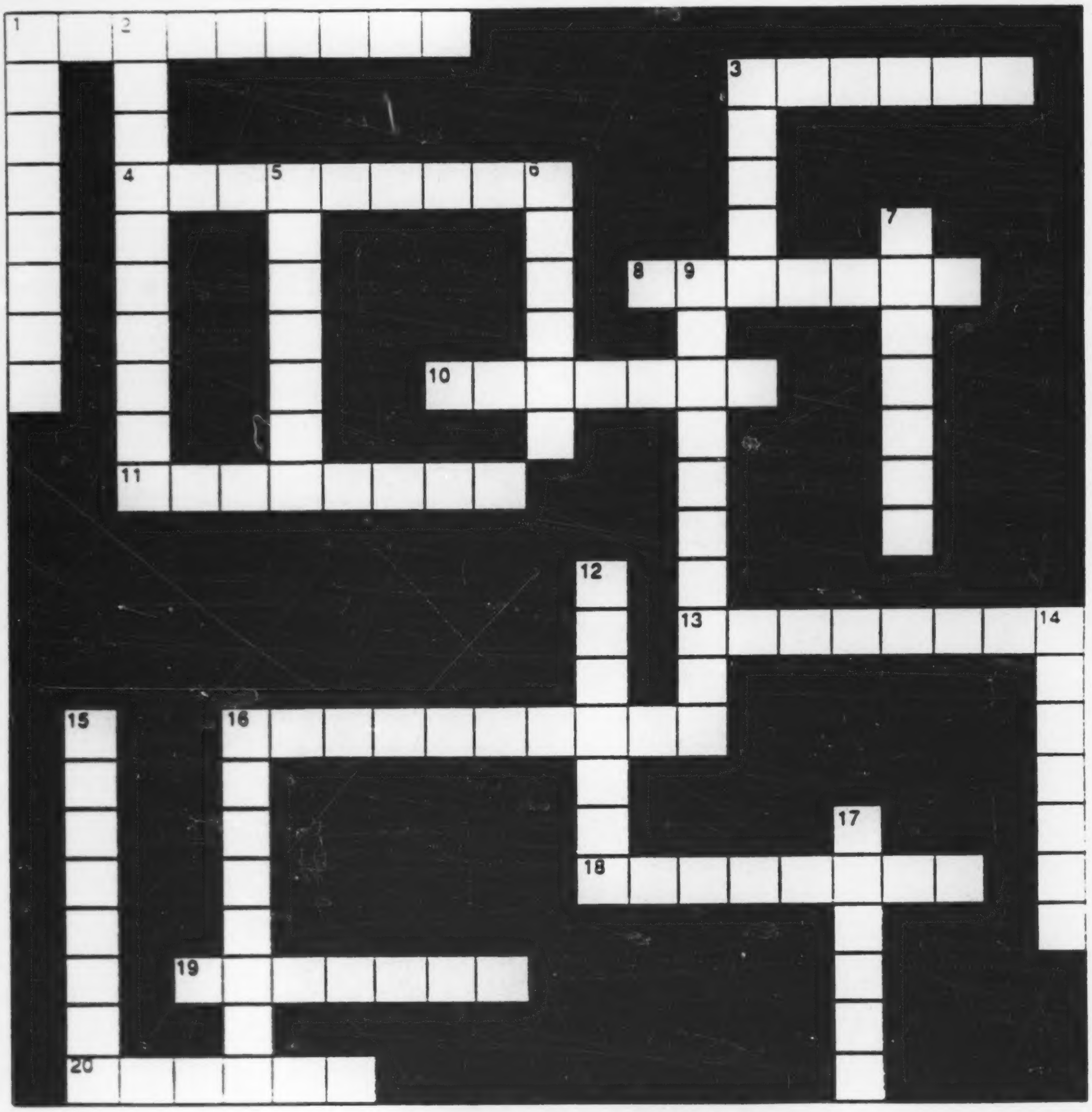
Crossword Puzzle

Continued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See Worksheet #2 for Crossword Clues

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DK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

avoid	crisis	frequent	prevent	rapid
blister	disabled	nausea	pulse	vaccinate

1. not having full ability ○ _ _ _ _ _ _ _
2. a crucial or decisive situation _ _ ○ _ _ _
3. very often _ _ _ _ _ ○ _ _
4. a raised area of the skin containing watery liquid _ _ _ _ ○ _ _
5. to stay away from _ _ _ ○ _
6. to inject with weak or dead disease germs to protect against that disease _ _ _ _ _ _ _ ○ _
7. quick _ _ _ ○ _
8. a stomach problem that makes you feel like throwing up _ _ _ _ _ ○
9. to keep from happening _ _ _ _ _ ○ _
10. the throbbing of arteries produced by the beating of the heart _ _ _ ○ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

People who specialize in diet and how it relates to health and hygiene are called:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○

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READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Next to each scrambled word is its meaning. Unscramble the word and write it on the blank line.

1.	**thednisos**	false or deceitful	________________
2.	**creanc**	a disease in which some body cells grow too quickly, destroying healthy tissue and organs	________________
3.	**piplade**	put on	________________
4.	**lewglisn**	puffed up or enlarged body parts	________________
5.	**civtmi**	someone who is injured	________________
6.	**wholals**	not deep	________________
7.	**tnasoctn**	all the time	________________
8.	**drealepc**	changed one thing for another	________________
9.	**proptus**	aid or assistance	________________
10.	**gorezicen**	to notice	________________

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READING IN THE WORKPLACE: Health Care
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DR-21052
Unit 1

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

contact	dosage	pulse	support	symptoms
cures	dressings	slurred	swindler	victims

1. Health-care workers help ____________________ of violent crimes and serious accidents.
2. For some diseases, there are no ____________________.
3. As a health-care worker, you may come in ____________________ with very sick people.
4. The nurse applied several ____________________ to the wound.
5. The crutches provided ____________________ for the man after he broke his leg.
6. Red bumps and itchy skin are ____________________ of chicken pox.
7. The recommended ____________________ was two pills every four hours.
8. After drinking too much alcohol, her speech was ____________________.
9. The quick-cure ____________________ sold many fake medicines.
10. Because the boy was unconscious, I checked his breathing and

____________________.

Name ______________________________ Class ____________ Date ________

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READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

applied
bed wheels
blisters
cancer
clammy
essential
midwife
nausea
panic
personal hygiene
prescribed
pressure
relieve
scar
therapy

1. The nurse ____________________ the ointment to the patient's burn.
2. After the operation, she had a ____________________ on her leg.
3. It is ____________________ for a doctor to have a good bedside manner.
4. The man's forehead felt ____________________, so he took his temperature.
5. Many people ____________________ at the sight of blood.
6. ____________________ is a dreaded disease for which there is no known cure.
7. After the baby was born, the ____________________ put the baby in its mother's arms.
8. The nurse aide locked the ____________________ in place.
9. Excellent ____________________ is important for any health-care worker.
10. He needed six months of intensive ____________________ after the car accident.
11. She took two aspirin to ____________________ her headache.
12. The doctor ____________________ an antibiotic.
13. Direct ____________________ should be applied to stop bleeding.
14. A bad burn will cause ____________________ to form on the surface of the skin.
15. His stomach ache caused feelings of ____________________.

Name ______________________________ **Class** ____________ **Date** ________

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Unit 1

READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

AIDS	immune system	orange stick	symptoms
blister	infected	rash	treat
cancer	mumps	risk	

1. **pmsum** _ _ ○ _ _
2. **cfidnete** ○ _ _ _ _ _ _ _
3. **moystmsp** _ _ _ _ _ _ _ ○
4. **encrca** _ _ _ ○ _ _
5. **aertt** _ _ _ ○ _
6. **ahrs** ○ _ _ _
7. **trebisl** _ _ _ _ _ _ ○
8. **iksr** _ ○ _ _
9. **dais** ○ _ _ _
10. **noegra ktcsi** _ _ _ _ ○ _   _ _ _ _ _
11. **meuimn esmtys** _ _ _ _ _ ○   _ _ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The act of bringing forth a developing baby too early,
causing the end of the pregnancy, is called a:

○○○○○○○○○○○

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READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

accident
blood
diet
disease
drugs
hospital
hygiene
injury
medicine
thermometer
treatment

1. imeicned _ _ _ _ ○ _ _ _
2. yeighen _ _ _ ○ _ _ _
3. mtaretnte _ ○ _ _ _ _ _ _ _
4. dacticne _ _ ○ _ _ _ _ _
5. gruds _ _ ○ _ _
6. obldo _ ○ _ _ _
7. adseies _ _ _ _ ○ _ _
8. ahpstoil _ _ _ _ _ ○ _ _
9. tied _ ○ _ _
10. mtmrohetree _ _ _ _ _ ○ _ _ _ _ _
11. uyjinr _ ○ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The movement of blood through the vessels of the body is called:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

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READING IN THE WORKPLACE: Health Care
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READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

WORD BOX

axillary bar
blister
calamine lotion
cancer
chore
condition
crisis
cure
dosage
dressing
immune system
pneumonia
pulse
scarring
victim

1. a serious disease of the lungs ____________________
2. the body's ability to fight germs and diseases ____________________
3. someone who is injured ____________________
4. a situation that becomes very serious ____________________
5. a medical treatment leading to the recovery from a disease ____________________
6. a disease in which some body cells grow too quickly, destroying healthy tissues and organs ____________________
7. marks left on the skin after an injury has healed ____________________
8. a soothing liquid used to relieve itching ____________________
9. a raised area of the skin containing watery liquid ____________________
10. the top of a crutch that fits under the armpit ____________________
11. a small job that is usually done on a regular basis ____________________
12. the general state that a person is in ____________________
13. something applied to a wound to help it heal ____________________
14. a specific amount of medicine ____________________
15. the throbbing of the arteries as blood is pumped through them ____________________

Name ______________________________ Class ______________ Date ________

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DK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

WORD BOX

blurred
caressing
constant
discolored
dishonest
dreaded
eliminate
exchanging
exposed
infected
injecting
panic
relieve
risk
tragic

1. left without protection or care ______________________
2. very sad ______________________
3. in danger of ______________________
4. having a disease in the body or part of the body ______________________
5. the giving or taking of one thing in return for another ______________________
6. sudden, extreme fright ______________________
7. not trustworthy; deceitful ______________________
8. to help feel better ______________________
9. touching in a tender, loving way ______________________
10. feared greatly ______________________
11. not clear ______________________
12. all the time ______________________
13. to get rid of ______________________
14. putting into the body by using a needle ______________________
15. not the usual color ______________________

Name ______________________ Class ____________ Date ________

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READING IN THE WORKPLACE
Health Care

CATEGORIZING

Under each description, write the health term that is being described. Use the words in the box to help you. Some letters have already been provided for you.

WORD BOX

AIDS
asepsis
burns
childhood diseases
dental assistant
Florence Nightingale
medical assistant
medical secretary
poison ivy
vital signs

1. temperature
pulse
respiration
blood pressure

_it__ s__n_

2. washing hands
using sterile techniques
using boiling water
being in isolation

_se__is

3. directing patient to chair
showing how to brush and floss
setting up trays
giving x-rays

_en__l a__is_an_

4. helping with physical exam
giving medications
drawing blood
taking down histories

_e_ic_l _ss__t__t

5. first degree
second degree
third degree
blister

_ur__

6. filling out insurance forms
using the telephone
typing letters
scheduling appointments

m_d__al _ec__ta__

7. itchy
rash
red
calamine lotion

_oi_o_ _v_

8. sexual contact
sharing needles
other people's blood
attacks immune system

__d_

9. nurse
Crimean War
began nursing school
made nursing honorable

__ore_ce _ig_t__ga__

10. chicken pox
mumps
measles
polio

_hil__oo_ _is_as__

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READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 31 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

applied
avoid
blurred
cancer
clammy
contact
CPR
cure
disabled
eliminate
infected
least
management
mild
nausea
neuralgia
occupied bed
perform
physician
prevent
private
proper
pulse
rapid
risk
symptoms
tissues
tragic
underlying
vary
victim

A E S U A N E U R A L G I A B D
S P Y C D E B D E I P U C C O E
M H P R A P I D M I L D E F M T
O Y C L A M M Y R C E J D M A C
T S V E I V L R O P S T E U N E
P I V T S E R D F R L L L N A F
M C I O A N D E R R U L B D G N
Y I C S T N E V E R P I A E E I
S A T R A G I C P N R H S R M R
R N I C U R E T A N I M I L E E
I S M C O N T A C T V T D Y N P
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K U X A S E U S S I T L K N H R
Z O N V A V O I D Q E M U G O P

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DK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 15 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

- axillary bar
- chores
- circulation
- condition
- constant
- discolored
- dosage
- dressing
- essential
- exposed
- frequent
- immune system
- pneumonia
- replaced
- shallow

T E N A I N O M U E N P C S T O
R O T M R A B Y R A L L I X A M
D S S J C D I S C O L O R E D E
A R B L A I T N E S S E C L J T
S D E C A L P E R C B H U C L S
R E L S N F E G A S O D L O H Y
A S U H S D L O M R E A A N A S
N O N A T I O L E I F R T S Q E
G P I L P T N S U G N A I T I N
S X O L A N T G Y I M P O A D U
T E A O C O N D I T I O N N R M
Y X Q W V L R O L S E U T T P M
T N E U Q E R F M R E O N O C I

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READING IN THE WORKPLACE
Health Care

SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

Column A			Column B	
1.	observe	ignore	touch	see
2.	clammy	soaked	moist	dry
3.	least	smallest	largest	weakest
4.	perform	do	fix	break
5.	essential	part	hard	necessary
6.	physician	dentist	doctor	scientist
7.	proper	right	incorrect	unnecessary
8.	rapid	strong	slow	fast
9.	support	hurt	help	insure
10.	underlying	below	surface	above
11.	dosage	amount	condition	medicine
12.	private	public	personal	aware
13.	replace	restore	break	move
14.	tragic	sad	happy	angry
15.	cure	recovery	sick	symptom
16.	infect	eliminate	contaminate	relieve
17.	dishonest	untruthful	fair	truthful
18.	dread	joy	anger	fear
19.	vary	change	much	constant
20.	relieve	die	harm	help

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READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1. expose	explode	exploit	[✓ expose]	export	express	explode
2. symptom	[✓ symptom]	sympathy	symphony	sympathize	[✓ symptom]	sympathy
3. avoid	avow	avid	avert	away	[✓ avoid]	avid
4. contact	contract	contend	[✓ contact]	contain	contend	[✓ contact]
5. relieve	relive	relent	relief	[✓ relieve]	rely	relent
6. dread	[✓ dread]	dead	dream	dregs	dead	[✓ dread]
7. blurred	blurb	blurry	blurt	blurb	blurry	[✓ blurred]
8. chore	[✓ chore]	choir	choral	choker	[✓ chore]	choir
9. prescribe	prescript	presence	[✓ prescribe]	preschool	present	prescript
10. rapid	rapt	rapture	radish	radar	[✓ rapid]	[✓ rapid]
11. vary	very	[✓ vary]	[✓ vary]	veer	very	varsity
12. replace	repeat	[✓ replace]	replant	[✓ replace]	replaced	[✓ replace]
13. victim	victimize	[✓ victim]	victor	victory	[✓ victim]	victor
14. private	privet	privacy	privy	[✓ private]	privet	[✓ private]
15. panic	planet	pander	[✓ panic]	painful	planet	[✓ panic]

Name 165 Class Date 166

READING IN THE WORKPLACE
Health Care

HOMOGRAPHS

Each of the words listed below has three different meanings. Put a check on the line next to the definition that best applies to the health-care field.

1. treat

______ to pay for another person
______ to provide medical care
______ to discuss terms

2. condition

______ the state that a person is in
______ part of a legal agreement
______ something needed for something else to happen

3. disabled

______ took away legal rights
______ not working properly
______ weakened by illness or injury

4. dressing

______ a sauce added to salad
______ something put on a cut to help it heal
______ the act of putting on clothes

5. pressure

______ a forceful influence
______ force applied to stop bleeding
______ the amount of air in a tire

6. victim

______ a person sacrificed to a god
______ a person who is injured or hurt
______ a person who is tricked

7. support

______ to help or assist
______ money paid by one parent to another to help with the expenses of the children
______ the foundation or base of a building

8. operate

______ to perform a military action
______ to cause to function
______ to perform surgery

9. congested

______ having a lot of fluid in the nose area
______ having too much traffic on the road
______ having a lot of people living in an area

10. circulation

______ the average number of copies of a magazine over a period of time
______ the total number of items borrowed from a library
______ the path of blood through the body

Name ______________________ Class __________ Date ______

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CROSSWORD PUZZLE

Use the vocabulary words in the word box below to fill in the crossword puzzle on worksheet #3. Note: Some of the words in the word box are not used in the puzzle.

WORD BOX

applied
blisters
cancer
chores
clammy
condition
contract
disabled
discolored
dosages
dreaded
dressing
exposed
infected
nausea
pneumonia
prescribed
private
relieve
setup
side rails
signal cord
slurred
stress
swelling
symptoms
tissues
tragic
victim

CLUES

ACROSS

1. a bed attachment that can be raised and lowered
3. mental pressure
4. the state a person is in
8. put on
10. feared greatly
11. something applied to a wound
13. raised areas of the skin containing watery liquid
16. an object used to call for help
18. not having full ability
19. layers of cells
20. very sad

DOWN

1. changes that indicate a problem
2. not the usual color
3. materials needed for a procedure
5. amounts of medicine
6. a stomach problem that makes you feel like throwing up
7. to ease
9. ordered the use of a drug
12. left without protection or care
14. spoken incorrectly
15. to catch or come down with a disease or illness
16. puffed up or enlarged body parts
17. moist

See Worksheet #3 for Crossword Board

Name ______________________________ Class ____________ Date ______

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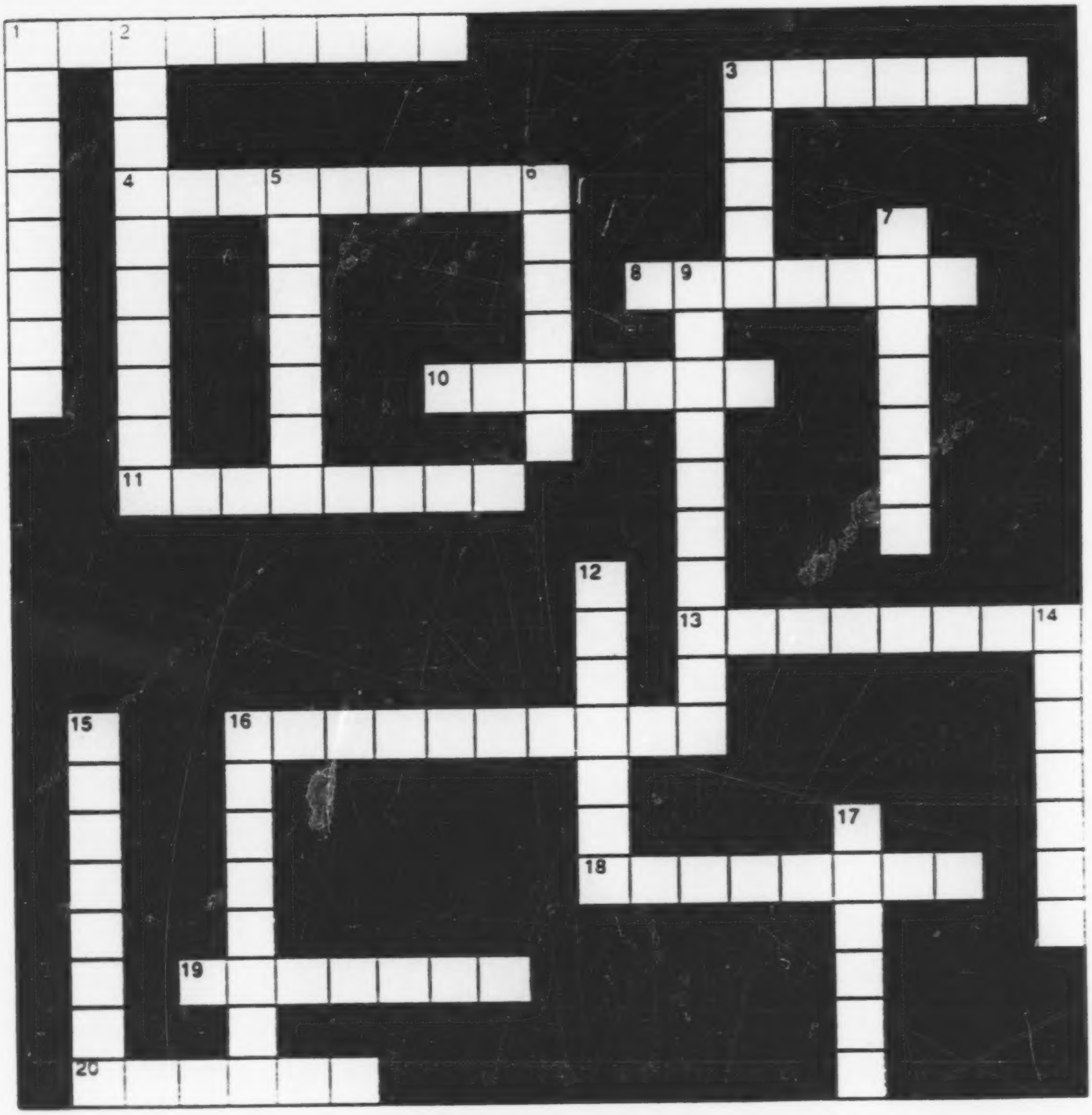
READING IN THE WORKPLACE
Health Care

Crossword Puzzle

Continued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DK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

avoid	crisis	frequent	prevent	rapid
blister	disabled	nausea	pulse	vaccinate

1. not having full ability ○ _ _ _ _ _ _ _
2. a crucial or decisive situation _ _ ○ _ _ _
3. very often _ _ _ _ _ ○ _ _
4. a raised area of the skin containing watery liquid _ _ _ _ ○ _ _
5. to stay away from _ _ _ ○ _
6. to inject with weak or dead disease germs to protect against that disease _ _ _ _ _ _ _ ○ _
7. quick _ _ _ ○ _
8. a stomach problem that makes you feel like throwing up _ _ _ _ _ ○
9. to keep from happening _ _ _ _ _ ○ _
10. the throbbing of arteries produced by the beating of the heart _ _ _ ○ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

People who specialize in diet and how it relates to health and hygiene are called:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○

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OK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Next to each scrambled word is its meaning. Unscramble the word and write it on the blank line.

1.	**thednisos**	false or deceitful	____________
2.	**creanc**	a disease in which some body cells grow too quickly, destroying healthy tissue and organs	____________
3.	**piplade**	put on	____________
4.	**lewglisn**	puffed up or enlarged body parts	____________
5.	**civtmi**	someone who is injured	____________
6.	**wholals**	not deep	____________
7.	**tnasoctn**	all the time	____________
8.	**drealepc**	changed one thing for another	____________
9.	**proptus**	aid or assistance	____________
10.	**gorezicen**	to notice	____________

Name ______________________________ Class ____________ Date ________

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DK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

contact
cures
dosage
dressings
pulse
slurred
support
swindler
symptoms
victims

1. Health-care workers help ____________________ of violent crimes and serious accidents.
2. For some diseases, there are no ____________________.
3. As a health-care worker, you may come in ____________________ with very sick people.
4. The nurse applied several ____________________ to the wound.
5. The crutches provided ____________________ for the man after he broke his leg.
6. Red bumps and itchy skin are ____________________ of chicken pox.
7. The recommended ____________________ was two pills every four hours.
8. After drinking too much alcohol, her speech was ____________________.
9. The quick-cure ____________________ sold many fake medicines.
10. Because the boy was unconscious, I checked his breathing and ____________________.

Name ______________________________ Class __________ Date ______

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DK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

applied
bed wheels
blisters
cancer
clammy
essential
midwife
nausea
panic
personal hygiene
prescribed
pressure
relieve
scar
therapy

1. The nurse ______________________ the ointment to the patient's burn.
2. After the operation, she had a ______________________ on her leg.
3. It is ______________________ for a doctor to have a good bedside manner.
4. The man's forehead felt ______________________, so he took his temperature.
5. Many people ______________________ at the sight of blood.
6. ______________________ is a dreaded disease for which there is no known cure.
7. After the baby was born, the ______________________ put the baby in its mother's arms.
8. The nurse aide locked the ______________________ in place.
9. Excellent ______________________ is important for any health-care worker.
10. He needed six months of intensive ______________________ after the car accident.
11. She took two aspirin to ______________________ her headache.
12. The doctor ______________________ an antibiotic.
13. Direct ______________________ should be applied to stop bleeding.
14. A bad burn will cause ______________________ to form on the surface of the skin.
15. His stomach ache caused feelings of ______________________.

Name ______________________ Class __________ Date ________

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K-21052
Unit 1

READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

AIDS	immune system	orange stick	symptoms
blister	infected	rash	treat
cancer	mumps	risk	

1. **pmsum** _ _ ○ _ _
2. **cfidnete** ○ _ _ _ _ _ _ _
3. **moystmsp** _ _ _ _ _ _ _ ○
4. **encrca** _ _ _ ○ _ _
5. **aertt** _ _ _ ○ _
6. **ahrs** ○ _ _ _
7. **trebisl** _ _ _ _ _ _ ○
8. **iksr** _ ○ _ _
9. **dais** ○ _ _ _
10. **noegra ktcsi** _ _ _ _ ○ _ _ _ _ _ _
11. **meuimn esmtys** _ _ _ _ _ ○ _ _ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The act of bringing forth a developing baby too early, causing the end of the pregnancy, is called a:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

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READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

accident
blood
diet
disease
drugs
hospital
hygiene
injury
medicine
thermometer
treatment

1. imeicned _ _ _ _ ○ _ _ _
2. yeighen _ _ _ ○ _ _ _
3. mtaretnte _ ○ _ _ _ _ _ _ _
4. dacticne _ _ ○ _ _ _ _ _
5. gruds _ _ ○ _ _
6. obldo _ ○ _ _ _
7. adseies _ _ _ _ ○ _ _
8. ahpstoil _ _ _ _ _ _ ○ _
9. tied _ ○ _ _
10. mtmrohetree _ _ _ _ _ ○ _ _ _ _ _
11. uyjinr _ ○ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The movement of blood through the vessels
of the body is called:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

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DK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

WORD BOX

- axillary bar
- blister
- calamine lotion
- cancer
- chore
- condition
- crisis
- cure
- dosage
- dressing
- immune system
- pneumonia
- pulse
- scarring
- victim

1. a serious disease of the lungs ____________________
2. the body's ability to fight germs and diseases ____________________
3. someone who is injured ____________________
4. a situation that becomes very serious ____________________
5. a medical treatment leading to the recovery from a disease ____________________
6. a disease in which some body cells grow too quickly, destroying healthy tissues and organs ____________________
7. marks left on the skin after an injury has healed ____________________
8. a soothing liquid used to relieve itching ____________________
9. a raised area of the skin containing watery liquid ____________________
10. the top of a crutch that fits under the armpit ____________________
11. a small job that is usually done on a regular basis ____________________
12. the general state that a person is in ____________________
13. something applied to a wound to help it heal ____________________
14. a specific amount of medicine ____________________
15. the throbbing of the arteries as blood is pumped through them ____________________

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READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

WORD BOX

blurred
caressing
constant
discolored
dishonest
dreaded
eliminate
exchanging
exposed
infected
injecting
panic
relieve
risk
tragic

1. left without protection or care ____________________
2. very sad ____________________
3. in danger of ____________________
4. having a disease in the body or part of the body ____________________
5. the giving or taking of one thing in return for another ____________________
6. sudden, extreme fright ____________________
7. not trustworthy; deceitful ____________________
8. to help feel better ____________________
9. touching in a tender, loving way ____________________
10. feared greatly ____________________
11. not clear ____________________
12. all the time ____________________
13. to get rid of ____________________
14. putting into the body by using a needle ____________________
15. not the usual color ____________________

Name ____________________ Class __________ Date ______

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READING IN THE WORKPLACE
Health Care

CATEGORIZING

Under each description, write the health term that is being described. Use the words in the box to help you. Some letters have already been provided for you.

WORD BOX

AIDS	childhood diseases	medical assistant	vital signs
asepsis	dental assistant	medical secretary	
burns	Florence Nightingale	poison ivy	

1. temperature
pulse
respiration
blood pressure

_it__ s__n_

2. washing hands
using sterile techniques
using boiling water
being in isolation

_se__is

3. directing patient to chair
showing how to brush and floss
setting up trays
giving x-rays

_en__l a__is_an_

4. helping with physical exam
giving medications
drawing blood
taking down histories

_e_ic_l _ss__t__t

5. first degree
second degree
third degree
blister

_ur__

6. filling out insurance forms
using the telephone
typing letters
scheduling appointments

m_d__al _ec__ta__

7. itchy
rash
red
calamine lotion

_oi_o_ _v_

8. sexual contact
sharing needles
other people's blood
attacks immune system

__d_

9. nurse
Crimean War
began nursing school
made nursing honorable

__ore_ce _ig_t__ga__

10. chicken pox
mumps
measles
polio

_hil__oo_ _is_as__

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READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 31 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

- applied
- avoid
- blurred
- cancer
- clammy
- contact
- CPR
- cure
- disabled
- eliminate
- infected
- least
- management
- mild
- nausea
- neuralgia
- occupied bed
- perform
- physician
- prevent
- private
- proper
- pulse
- rapid
- risk
- symptoms
- tissues
- tragic
- underlying
- vary
- victim

A	E	S	U	A	N	E	U	R	A	L	G	I	A	B	D
S	P	Y	C	D	E	B	D	E	I	P	U	C	C	O	E
M	H	P	R	A	P	I	D	M	I	L	D	E	F	M	T
O	Y	C	L	A	M	M	Y	R	C	E	J	D	M	A	C
T	S	V	E	I	V	L	R	O	P	S	T	E	U	N	E
P	I	V	T	S	E	R	D	F	R	L	L	L	N	A	F
M	C	I	O	A	N	D	E	R	R	U	L	B	D	G	N
Y	I	C	S	T	N	E	V	E	R	P	I	A	E	E	I
S	A	T	R	A	G	I	C	P	N	R	H	S	R	M	R
R	N	I	C	U	R	E	T	A	N	I	M	I	L	E	E
I	S	M	C	O	N	T	A	C	T	V	T	D	Y	N	P
S	Y	E	W	R	E	C	N	A	C	A	G	B	I	T	O
K	U	X	A	S	E	U	S	S	I	T	L	K	N	H	R
Z	O	N	V	A	V	O	I	D	Q	E	M	U	G	O	P

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DK-21052
Unit 1

READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 15 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

- axillary bar
- chores
- circulation
- condition
- constant
- discolored
- dosage
- dressing
- essential
- exposed
- frequent
- immune system
- pneumonia
- replaced
- shallow

T	E	N	A	I	N	O	M	U	E	N	P	C	S	T	O
R	O	T	M	R	A	B	Y	R	A	L	L	I	X	A	M
D	S	S	J	C	D	I	S	C	O	L	O	R	E	D	E
A	R	B	L	A	I	T	N	E	S	S	E	C	L	J	T
S	D	E	C	A	L	P	E	R	C	B	H	U	C	L	S
R	E	L	S	N	F	E	G	A	S	O	D	L	O	H	Y
A	S	U	H	S	D	L	O	M	R	E	A	A	N	A	S
N	O	N	A	T	I	O	L	E	I	F	R	T	S	Q	E
G	P	I	L	P	T	N	S	U	G	N	A	I	T	I	N
S	X	O	L	A	N	T	G	Y	I	M	P	O	A	D	U
T	E	A	O	C	O	N	D	I	T	I	O	N	N	R	M
Y	X	Q	W	V	L	R	O	L	S	E	U	T	T	P	M
T	N	E	U	Q	E	R	F	M	R	E	O	N	O	C	I

Name________________________________ Class____________ Date_______

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READING IN THE WORKPLACE
Health Care

SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

Column A	Column B		
1. observe	ignore	touch	see
2. clammy	soaked	moist	dry
3. least	smallest	largest	weakest
4. perform	do	fix	break
5. essential	part	hard	necessary
6. physician	dentist	doctor	scientist
7. proper	right	incorrect	unnecessary
8. rapid	strong	slow	fast
9. support	hurt	help	insure
10. underlying	below	surface	above
11. dosage	amount	condition	medicine
12. private	public	personal	aware
13. replace	restore	break	move
14. tragic	sad	happy	angry
15. cure	recovery	sick	symptom
16. infect	eliminate	contaminate	relieve
17. dishonest	untruthful	fair	truthful
18. dread	joy	anger	fear
19. vary	change	much	constant
20. relieve	die	harm	help

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READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1. expose	explode	exploit	[✓ expose]	export	express	explode
2. symptom	[✓ symptom]	sympathy	symphony	sympathize	[✓ symptom]	sympathy
3. avoid	avow	avid	avert	away	[✓ avoid]	avid
4. contact	contract	contend	[✓ contact]	contain	contend	[✓ contact]
5. relieve	relive	relent	relief	[✓ relieve]	rely	relent
6. dread	[✓ dread]	dead	dream	dregs	dead	[✓ dread]
7. blurred	blurb	blurry	blurt	blurb	blurry	[✓ blurred]
8. chore	[✓ chore]	choir	choral	choker	[✓ chore]	choir
9. prescribe	prescript	presence	[✓ prescribe]	preschool	present	prescript
10. rapid	rapt	rapture	radish	radar	[✓ rapid]	[✓ rapid]
11. vary	very	[✓ vary]	[✓ vary]	veer	very	varsity
12. replace	repeat	[✓ replace]	replant	[✓ replace]	replaced	[✓ replace]
13. victim	victimize	[✓ victim]	victor	victory	[✓ victim]	victor
14. private	privet	privacy	privy	[✓ private]	privet	[✓ private]
15. panic	planet	pander	[✓ panic]	painful	planet	[✓ panic]

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READING IN THE WORKPLACE
Health Care

SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

	Column A	Column B		
1.	extent	exclude	present	range
2.	proceed	start	stop	continue
3.	respiration	breathing	perspiring	aspiring
4.	tactful	obtuse	inoffensive	possessive
5.	unconscious	fearful	unaware	timid
6.	abrasion	break	wart	scrape
7.	broad	wide	narrow	center
8.	artificial	unnatural	unreasonable	unclear
9.	accurate	trim	strong	precise
10.	requirement	faulty	necessary	friendly
11.	pharmacy	drugstore	prescription	pharmacist
12.	perspire	bleed	sweat	expire
13.	nerve	tendon	kidney	organ
14.	moist	dry	damp	soaked
15.	microscopic	small	large	size

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SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

	Column A	Column B		
1.	procedure	method	product	proof
2.	consequence	plan	result	prevent
3.	resumé	summary	occupy	begin
4.	benefit	position	test	aid
5.	sincere	fake	genuine	untrustworthy
6.	posture	strength	control	position
7.	incisor	neck	jaw	tooth
8.	specimen	sample	instrument	surface
9.	adequate	sufficient	skilled	order
10.	communicate	exit	transmit	current
11.	observe	help	watch	find
12.	suppress	stop	start	charge
13.	suitable	caution	wrong	right
14.	average	typical	great	unpleasant
15.	competent	complain	notable	capable

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Unit 2

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences, which are found on the labels of common medicines. Fill in each blank space with the correct word from the word box.

WORD BOX

allergic
dosage
drowsiness
exceed
external
ingredients
inhale
persistent
prescribed
suppress

1. Give this ________________________ to children 12 and under.
2. This medicine should not be ________________________ for pregnant women.
3. This product will ________________________ a cough.
4. Do not ________________________ this product while spraying it in your nose.
5. If cough is ________________________, call a doctor.
6. This product may cause ________________________.
7. Do not ________________________ the prescribed dosage.
8. This medicine is for ________________________ use only.
9. If you are ________________________ to aspirin, do not use this product.
10. These pills contain certain ________________________ that may cause an upset stomach unless taken with milk.

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READING IN THE WORKPLACE: Health Care
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USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

airborne
allergic
antiseptic
assistance
clinic
communicate
contaminated
croup
diabetes
fragile
infected
insulin
premature
risk
utensils

1. To clean a cut, you should use an ______________________.
2. Sneezing causes germs to be ______________________.
3. Smokers may be at ______________________ for lung cancer.
4. Some people are ______________________ to bee stings.
5. When a baby is born before the due date, it is called ______________________.
6. Small babies seem ______________________ and delicate to new parents.
7. Dirty needles probably are ______________________ with germs.
8. Sometimes small children get a bark-like cough called ______________________.
9. ______________________ is a disease that can be controlled.
10. When treating a wound, it is important to avoid getting it ______________________.
11. Diabetes is controlled by using ______________________.
12. Many people receive treatment at a ______________________.
13. Some patients may need to use special ______________________ when eating.
14. Nurses give much help and ______________________ to hospitalized patients.
15. Health-care workers need to ______________________ effectively with patients.

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SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. **tentiap** ○ _ _ _ _ _ _
2. **thealh** ○ _ _ _ _ _
3. **sicyphs** _ _ ○ _ _ _ _
4. **mesure** _ _ ○ _ _ _
5. **cratpialc** _ _ _ _ _ _ ○ _ _
6. **reedcop** _ _ _ ○ _ _ _
7. **derdlba** _ _ ○ _ _ _ _
8. **ledlisk** _ _ _ ○ _ _ _
9. **mitciv** _ _ _ ○ _ _
10. **cemhicsan** _ _ _ ○ _ _ _ _ _
11. **beetfin** _ ○ _ _ _ _ _
12. **seephr** _ _ ○ _ _ _
13. **zueag** _ ○ _ _ _
14. **nemiceps** _ ○ _ _ _ _ _ _
15. **maanyto** _ _ _ _ _ _ ○

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The treatment of injury by exercise or massage is called:

○○○○○○○○ ○○○○○○○

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READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1. research	research	respond	resound	research	resolve	research
2. disease	discourse	disease	dismiss	disease	disservice	discuss
3. weight	weigh	weird	weight	weigh	weight	weep
4. medical	medical	medial	medic	medical	medical	medieval
5. nutrition	nutrient	nutrition	nutriment	nutrition	nutria	nutrition
6. therapist	theorize	therapist	thread	therapist	theorize	therapist
7. hospital	hospital	hospice	hospital	hostile	hospice	hospital
8. patients	patents	patients	patients	paternal	patients	patents
9. clinical	clinker	clinical	clinker	clinical	climate	clinical
10. infection	infantile	infection	infected	infection	infancy	infection
11. recuperate	recuperate	recurrent	recuperate	rectangle	recuperate	recurrent
12. nausea	nausea	nautical	nature	nausea	nautilus	nausea
13. gland	glance	gland	glad	glare	gland	gland
14. bandage	bandage	badinage	bandage	bandage	banana	bagged
15. ambulance	ambulance	ambitious	ambulance	ambrosia	ambulance	ambulatory

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Unit 2

READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1. hernia	hermit	hernia	here	hernia	herein	hernia
2. nerve	nerve	nerd	neutral	nerve	nervous	nerve
3. profile	profit	profile	profuse	profile	profit	prompt
4. admit	admit	admire	admit	adept	admit	adrift
5. aid	aim	ail	aide	aim	aid	aid
6. fracture	fraction	fracture	fraction	fracture	fragment	fragrant
7. hygiene	hygiene	hygienic	hygiene	hyena	hygiene	hyena
8. nurse	nuzzle	nurse	nurture	nurse	nutria	nurse
9. physics	physics	physicist	physic	physics	physics	physic
10. fragile	frantic	fragile	frazzle	fragile	frankly	fragile
11. anatomy	analyst	anatomy	anchovy	anatomy	analyst	anatomy
12. calamine	calamine	calcium	calamine	calcium	calculus	calamine
13. embryo	employ	embryo	emote	embroil	embryo	embryo
14. therapy	theorist	therapy	theory	therapy	theory	therapy
15. anxiety	anxiety	anxious	apiary	anxiety	anxiety	apiary

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READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 20 vocabulary words listed below are situations that need emergency first-aid treatment. They are hidden in the puzzle across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

abdominal injuries
bee stings
bleeding
blister
chemical burns
choking
convulsions
fainting
fractures
frostbite
heat stroke
obstructed airway
open wounds
poisoning
poison ivy
rashes
seizures
shock
sunburn
swelling

B	S	N	O	I	S	L	U	V	N	O	C	Q	P	L	P	N	S	E	A	O	R
L	E	J	G	H	N	O	E	A	L	P	M	R	L	S	C	H	N	E	R	B	G
E	I	E	G	A	E	F	R	A	C	T	U	R	E	S	R	P	R	H	J	S	N
E	R	P	S	R	L	O	L	R	C	N	O	S	S	I	T	O	U	A	E	T	I
D	U	O	R	T	O	O	P	E	N	W	O	U	N	D	S	I	B	M	L	R	L
I	J	I	E	T	I	B	T	S	O	R	F	I	D	G	S	W	L	E	R	U	L
N	N	S	N	B	S	N	A	E	L	S	A	S	O	U	H	V	A	Y	D	C	E
G	I	O	E	N	E	N	G	N	I	N	O	S	I	O	P	A	C	T	F	T	W
B	L	N	E	K	O	R	T	S	T	A	E	H	I	D	J	N	I	K	A	E	S
L	A	I	S	E	R	U	Z	I	E	S	N	P	N	Q	O	A	M	J	I	D	A
T	N	V	N	I	B	R	X	B	O	T	S	R	R	H	H	E	E	V	N	A	Y
A	I	Y	Q	C	G	H	E	I	L	N	E	E	U	Y	M	N	H	I	T	I	W
I	M	D	I	N	O	L	D	L	J	I	H	P	C	B	C	S	C	E	I	R	G
N	O	G	N	I	K	O	H	C	R	A	S	M	E	D	N	E	U	O	N	W	U
X	D	A	M	O	L	R	X	O	D	N	A	T	C	H	A	U	T	L	G	A	I
P	B	G	T	M	P	S	L	N	D	O	R	O	E	E	S	S	S	E	H	Y	L
Y	A	L	S	H	O	C	K	A	E	Y	O	L	K	R	O	N	E	A	R	K	I

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READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 20 vocabulary words listed below are related to first-aid treatments. They are hidden in the puzzle across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

artificial respiration
bandage
burn pad
calamine lotion
cold compress
CPR
dressing
emergency
examine
first aid
fresh air
pressure point
rescue
rest
sling
spiral turns
splint
sterilize
tranquilizers
victim

N O I T O L E N I M A L A C P S R L G Q S M
F X S R E Z I L I U Q N A R T L E A M L P C
B J L K B A N D A G E M N X V I C T I M I S
T V J L M P O U N E M E R G E N C Y J B R R
F R E S H A I R C J L T T E X G F T P C A S
I X Q E X B A R Y P M N B O T D N R O O L I
R B U Z L S E L B I O I B F R I S K N L T T
S R N I M P R M U A M O R G L G H J P D U W
T T L L R Q P K O M N P O P E Y I K X C R H
A R T I F I C I A L R E S P I R A T I O N I
I J D R E S S I N G B R X L T N J I R M S O
D X A E I A N E D R J U L A E A E N N P N H
G R P T E L L I A S A S L O M L O U C R I P
P S N S E P T A B P Q S R C O I L E C E C L
H V R N S G L T L X U E M E L E N N R S A R
T X U H P I T H T S E R I L H L I E N S E E
O W B X R S H S A O M P L C H J Y P Q H R R

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READING IN THE WORKPLACE
Health Care

WORD PUZZLE

Read each definition below. Fill in the blanks with the letters of the correct word. Use the word box to help you. Some letters have been provided for you.

WORD BOX

adequate
ambulance
ankle
antidote
antiseptic
anxiety
artery
arthritis
aspirin
autopsy

1. a vehicle used for transporting injured or sick people

___ m ___ u ___ a ___ c ___

2. the joint between the foot and the leg

___ n k ___ ___

3. a remedy to counteract the effects of poison

___ ___ t i ___ ___ t e

4. fear or nervousness

___ ___ x ___ e ___ y

5. good enough

___ ___ e ___ u a t ___

6. a tube that carries blood from the heart to other parts of the body

___ ___ ___ e r ___

7. a painful disease that causes swelling of the joints of the body

___ ___ t ___ r i ___ ___ ___

8. a white pill used as a remedy for pain and fever

___ ___ p i ___ ___ ___

9. a substance that kills bacteria

___ n t ___ s e p ___ ___ ___

10. an examination of a dead person's body

___ ___ t ___ ___ ___ y

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Unit 2

READING IN THE WORKPLACE
Health Care

WORD PUZZLE

Read each definition below. Fill in the blanks with the letters of the correct word. Use the word box to help you. Some letters have been provided for you.

WORD BOX

pacemaker
painkiller
panic
paralysis
paramedic
pediatrics
pharmacy
phobia
poison ivy
pollen

1. an abnormal fear of something

___ ___ ___ b ___ a

2. a branch of medicine that concentrates on babies and small children

___ ___ d ___ a t r ___ c ___

3. a plant that causes a rash if you touch it

___ ___ ___ s o n ___ ___ y

4. a person who is trained to supply emergency medical treatment

___ a r ___ ___ ___ d ___ c

5. complete or partial loss of function affecting any part of the body

___ ___ r ___ ___ y ___ i s

6. a fine yellow dust that many people are allergic to

___ ___ ___ ___ e n

7. a drug that relieves pain

___ ___ ___ n k ___ l l ___ ___

8. an electrical device that steadies or establishes a heartbeat

___ ___ c e ___ a k ___ ___

9. sudden, extreme fear

___ a n ___ ___

10. a drugstore

___ ___ ___ r ___ ___ c y

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Unit 2

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

- amnesia
- asepsis
- autopsy
- bandage
- blister
- data
- fetus
- hygiene
- miscarry
- paramedic
- pediatrics
- pneumonia
- qualified
- sterilize
- uterus

1. When ______________________________ occurs, patients forget their identity and other memories of their life.
2. A ______________________________ holds a dressing in place over a wound or injury.
3. A ______________________________ is formed when fluid collects below or above the skin.
4. I did not hire him because he was not ______________________________ for the position.
5. The ______________________________ helped the physician lift the patient onto the stretcher.
6. A serious disease of the lungs is called ______________________________.
7. The accident caused her to ______________________________, which caused the end of the pregnancy.
8. Physicians keep careful records and ______________________________ on each patient.
9. After a patient dies mysteriously, some families request an ______________________________.
10. Proper ______________________________ is a definite aid to cleanliness and good health.
11. If a woman gets measles during the first three months of pregnancy, it could cause harm to the ______________________________.
12. Medical technicians should be familiar with ______________________________ procedures to keep instruments germ free.
13. Pregnant women carry the developing baby in their ______________________________.
14. A medical field that specializes in the care of babies and small children is ________________.
15. If you ______________________________ the operating room, it will reduce the risk of infection.

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SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. **emdrpe** _ _ _ _ _ ○
2. **detnigrein** ○ _ _ _ _ _ _ _ _ _
3. **epeinxreec** _ _ _ ○ _ _ _ _ _ _
4. **flatcut** _ _ _ ○ _ _ _
5. **ucraceta** _ _ _ _ _ ○ _ _
6. **eiscner** _ _ _ _ _ ○ _
7. **gsuyrer** _ _ _ _ _ _ ○
8. **umnala** _ ○ _ _ _ _
9. **civmti** _ _ _ _ ○ _
10. **coeduprer** _ _ _ _ _ ○ _ _ _
11. **ebnrnwo** _ ○ _ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

A person who works in the kitchen
of a hospital is called a:

○ ○ ○ ○ ○ ○ ○   ○ ○ ○ ○

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Unit 3

READING IN THE WORKPLACE
Health Care

CATEGORIZING

Under each list of words, write the health procedure for each category. Use the word box to help you. Some letters have already been provided for you.

WORD BOX

admitting a patient
back rub
bed bath
bed making
cleaning a patient unit
hand washing
oral hygiene
shaving

1. paper towel
   soap
   waste can
   running water

   _an_ _as_in_

2. soap
   brush
   disinfectant
   cleaning clothes

   __ea_in_ a
   _ati_n_ _ni_

3. spread
   blanket
   sheets
   mattress pad

   _e_ _a_in_

4. bath thermometer
   washcloth
   soap
   bath blanket

   _e_ _a__

5. basin
   mouthwash
   toothpaste
   cup

   _ra_ __gi_n_

6. towel
   screen
   body powder
   lotion

   __ck _u_

7. mirror
   face towel
   basin of water
   razor

   _ha__n_

8. pad and pencil
   patient's chart
   identification bracelet
   weight and height

   _d__tt_n_ a
   _a_ien_

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READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following paragraphs. Fill in each blank space with the correct word from the word box.

WORD BOX FOR PARAGRAPH #1

courteously
discouraged
especially
extended
forbidden
patient
practice
religion
salary
services

PARAGRAPH #1

Sometimes a ____________ will offer a "little gift" to a nurse or nurse aide who has been ____________ helpful or kind. This ____________ is frowned upon by most hospitals. Patients are charged for the ____________ they receive. These services are ____________ to everyone. It does not depend on the patient's color, race, ____________, or wealth. Health-care workers are paid a ____________ to provide this care. Therefore, tipping is ____________. In fact, in some hospitals it is ____________. Tips must be ____________ refused.

WORD BOX FOR PARAGRAPH #2

attitudes
coworkers
interact
kind
person
relationships
satisfaction
skill
worker
workplace

PARAGRAPH #2

An interpersonal relationship refers to how people ____________ with each other. Getting along with our ____________ is an important job ____________. Good ____________ in the ____________ begin with your own ____________ and personality. If you are a ____________, accepting, and giving ____________, others will help you to find ____________ in your job as a health-care ____________.

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READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

abnormal
compassion
cope
crucial
desperation
dietitian
fatalities
hygiene
laboratory
pediatrics
possessions
precaution
pressure
specimen
sterilize

1. Nurses are taught how to __________________ instruments so that they are germ free.
2. The nurse aide was told to collect a urine __________________.
3. Wearing rubber gloves as a __________________ against contagious diseases is extremely important in the health field.
4. Health-care workers must learn to __________________ with emergencies.
5. The __________________ prepared a salt-free diet for the heart patient.
6. Wearing clean, fresh garments to work is a part of a person's personal __________________.
7. The doctor used a sphygmomanometer to measure the patient's blood __________________.
8. Careful nursing care is __________________ in the coronary-care unit.
9. The patient's family was impressed by the __________________ shown by the nursing staff.
10. The nurse aide was told to collect all of the patient's personal __________________.
11. Special nursing care was needed for the patient with the __________________ heart rhythm.
12. The man was sent to the __________________ for a blood test.
13. Many __________________ occur each year due to accidents caused by drunk drivers.
14. The parents felt a sense of __________________ when the doctor told them that there was no chance of recovery for their child.
15. The young nurse decided to specialize in __________________ because she loved young children.

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READING IN THE WORKPLACE
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USING CONTEXT CLUES

Read the following classified advertisements. Each advertisement has a word box written above it. The word box contains the words that you will use to fill in the blank spaces in the ads. Each ad will make sense when all of the words have been filled in correctly.

WORD BOX FOR AD #1

equal
experience
extension
facility
shifts
weekend

LAB TECHNICIANS. Immediate openings. One ______________ per month, day and night ______________ available. Hematology ______________ required. Call Mrs. McCarthy at 358-2341, ______________ 290. Smoke-free ______________. An ______________ opportunity employer.

WORD BOX FOR AD #2

arrange
benefits
care
competitive
management
opportunity

CHARGE NURSE. Great ______________ for the right person at our long-term ______________ facility. Beginning ______________ training offered. We also offer a ______________ salary and an attractive ______________ package. To ______________ an interview, call James Davis at 269-0111.

WORD BOX FOR AD #3

ambitious
application
center
certified
directions
preferable

NURSING ASSISTANTS. Sterling Manor Nursing ______________ needs caring, ______________ nursing assistants. Must be ______________. Experience ______________ but not necessary. Come in and fill out an ______________. Call for ______________ to our center. 555-8736.

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READING IN THE WORKPLACE
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USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

autopsy
cooperate
correspondence
cultural
exposure
immunization
inhaled
medications
minimized
monitored
orange stick
precautions
respiratory
stillbirth
symptoms

1. Observe all safety ________________ to prevent falls.
2. Avoid unnecessary ________________ of a patient's body.
3. The operating nurse used an ________________ to clean under his nails.
4. The people in the area had to be reminded that ________________ helps to stop the spread of disease.
5. They performed an ________________ on the man because of the strange circumstances surrounding his death.
6. The young woman was taking several ________________ to treat her illness.
7. Because the nurse aides had learned to ________________ with each other, they were able to finish their work quickly.
8. People do not want to feel that their illnesses are being ________________ by others.
9. The child had so many ________________ that the doctor was sure the child had a bladder infection.
10. Because his fever was high, he was ________________ throughout the night.
11. If you have a ________________ disease, it can be difficult to breathe.
12. After their first child died in infancy, it was hard to accept another ________________.
13. The teenager died of sudden sniffing death because he ________________ a harmful substance.
14. Sometimes a home health-care worker is asked to handle the patient's bills and ________________.
15. It is important to understand a patient's ________________ needs as well as his or her physical and emotional needs.

Name ______________________________ Class ____________ Date ________

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Unit 3

READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 20 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

abnormal
arterial
asepsis
compassionate
cope

crucial
cultural
data
encounter
fetus

hygiene
inhalant
interpersonal
precaution
promote

resistance
routine
standards
thorough
uterus

D P L A I R E T R A R S U T E F S A
A B I K P I N T E R P E R S O N A L
T S N R N T C S S I L P P N T V W A
A T H B G L O J I P J O G H B Q U M
I Q A Y C W U V S K R C L N P Y Z R
X L L P G W N N T E W S R C G H P O
T G A B X I T O A E P S L U A S R N
H H N T O L E Q N E N T P L C P E B
O R T E V R R N C W I A T T T I C A
R P M A N E S U E G E N E U A U A X
O L I C Q I A E I O T D R R D C U L
U M E R S L T N T R O A I A V T T P
G X J P P L M U P S M R A L X L I R
H P E L N B R O O V O D C T S G O E
B S U R E T U T L R R S P X W P N A
A E T A N O I S S A P M O C R M V N

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READING IN THE WORKPLACE
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HIDDEN WORD PUZZLE

The 18 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

anesthesia
autopsies
compassion
dietitian
governing
laboratory
miscarry
normal
pediatrics
relate
solutions
sphygmomanometer
sterilize
stillbirth
symptom
syndrome
terminology
treatment

R	E	T	E	M	O	N	A	M	O	M	G	Y	H	P	S	C	T
P	Q	S	C	I	R	T	A	I	D	E	P	M	N	Y	O	O	S
U	S	T	L	S	E	E	A	Q	G	H	P	Q	N	D	L	M	L
A	T	E	G	C	O	E	Z	U	F	E	F	D	D	P	U	P	G
N	L	R	H	A	A	H	I	X	T	Y	R	P	D	G	T	A	Y
E	A	I	M	R	O	T	L	G	Z	O	P	J	I	N	I	S	G
S	B	L	N	R	I	N	H	F	M	Q	P	C	E	I	O	S	O
T	O	I	O	Y	D	E	J	E	B	N	E	S	T	N	N	I	L
H	R	Z	X	D	E	M	A	M	P	T	K	O	I	R	S	O	O
E	A	E	Y	E	O	T	E	L	A	N	B	T	T	E	Q	N	N
S	T	G	B	T	R	A	S	L	K	L	F	R	I	V	S	E	I
I	O	F	P	T	N	E	E	Q	R	P	M	B	A	O	P	A	M
A	R	M	S	L	P	R	J	L	A	M	R	O	N	G	Y	L	R
G	Y	L	T	R	X	T	I	L	M	H	D	T	Y	P	O	M	E
S	T	I	L	L	B	I	R	T	H	U	A	O	R	Y	N	N	T

Name ________________ Class ________ Date ______

READING IN THE WORKPLACE
Health Care

ALPHA ORDER

Put the following groups of health-related words in alphabetical order. Put one word on each line to the right of each group.

1. asepsis ____________
   arterial ____________
   abnormal ____________
   autopsies ____________
   anesthesia ____________

2. fetus ____________
   febrile ____________
   forceps ____________
   fever ____________
   fatalities ____________

3. solution ____________
   sterilize ____________
   syndrome ____________
   symptom ____________
   stillbirth ____________

4. treatment ____________
   temperature ____________
   transfusion ____________
   terminology ____________
   transcribing ____________

5. miscarry ____________
   medication ____________
   malpractice ____________
   miscarriage ____________
   minimized ____________

6. digestion ____________
   diet ____________
   dietitian ____________
   desperation ____________
   data ____________

7. correspondence ____________
   compassionate ____________
   cope ____________
   crucial ____________
   compassion ____________

8. interpersonal ____________
   irregularities ____________
   inhalant ____________
   isolation ____________
   instruments ____________

9. precaution ____________
   prescribed ____________
   procedures ____________
   pediatrics ____________
   promote ____________

10. reproductive ____________
    routine ____________
    retention ____________
    respiratory ____________
    rotation ____________

11. health ____________
    hygiene ____________
    hemorrhage ____________
    heart ____________
    hallucination ____________

12. iodine ____________
    immunization ____________
    intravenous ____________
    infection ____________
    intestine ____________

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WORD MATCH

Match the words in Column A with their definitions in Column B. Put the letter of each definition on the line in front of the word it defines.

Column A

1. ___ alleviate
2. ___ asepsis
3. ___ compassionate
4. ___ cope
5. ___ crucial
6. ___ desperation
7. ___ dietitian
8. ___ exerted
9. ___ hallucinations
10. ___ hygiene
11. ___ laboratory
12. ___ monitor
13. ___ precautions
14. ___ routine
15. ___ standards
16. ___ sterilize
17. ___ stillbirth
18. ___ terminology
19. ___ transcribing
20. ___ volatile

Column B

a. to make free from germs
b. extremely important
c. a set way of doing things
d. a feeling that leaves you with no hope
e. false perceptions; delusions
f. a place for doing tests
g. to watch
h. rules about the way something should be done
i. practices that promote cleanliness
j. to deal with a difficult situation
k. a procedure followed to prevent the spread of germs
l. steps taken to prevent injury
m. a specialist in the area of what people should eat
n. a baby that is dead at birth
o. put forth an effort
p. words specific to a certain field
q. to ease
r. explosive
s. having feelings of pity for another person
t. writing out what someone has said

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READING IN THE WORKPLACE
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SPELLING BEE

In each group of three words, circle the one word that is spelled correctly.

1.	temperture	tempature	temperature
2.	precaution	precation	percaution
3.	medecation	medicasion	medication
4.	routeen	routine	rutine
5.	inhelent	inhalant	inhelant
6.	higene	hygene	hygiene
7.	crucial	crushul	crusial
8.	operate	oparate	opperate
9.	atopsies	autopsees	autopsies
10.	fetus	fetes	fetas
11.	simptoms	syptoms	symptoms
12.	misscary	miscarry	misscarry
13.	halucination	hallucination	hellucination
14.	alleviate	aleviate	alleveate
15.	treatmant	treatmunt	treatment

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SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

	Column A		Column B	
1.	crucial	merciful	important	clever
2.	compassionate	caring	humble	careful
3.	standards	degree	strength	rules
4.	precaution	prediction	choice	warning
5.	medication	drug	food	crash
6.	sanitary	repulsive	clean	sarcastic
7.	abnormal	irregular	normal	perfect
8.	correspondence	advice	price	letters
9.	symptom	indication	accident	speech
10.	syndrome	kindness	disease	skill
11.	nutritious	nourishing	harmful	orderly
12.	possessions	belongings	rewards	games
13.	environment	model	situation	surrounding
14.	contaminated	new	unclean	pure
15.	alleviate	relieve	suspend	delay
16.	complication	scrape	award	difficulty
17.	volatile	movable	explosive	talkative
18.	monitor	watch	reveal	give
19.	hallucination	delusion	struggle	terror
20.	panic	sorrow	fear	examination

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SCRAMBLED SENTENCES

Unscramble the words to make complete sentences. Write the new sentences in the space below each group of words.

1. whole doctor's ward the clerk afternoon notes the spent transcribing the

2. were free the them sterilized to instruments germ make

3. types a lose anesthesia certain of to consciousness causes person

4. pulse close an surface to arterial felt skin the can of be the

5. taken sample man's of blood a was laboratory the at the

6. hard sometimes cope to it dying with is death and

7. was the hospital hallucinations admitted to was from suffering when man he the

8. become it pain to is certain medication easy addicted types of to

9. man's indicated throat young symptoms the strep had that he

10. from distress the suffered patient respiratory

Name ____ **Class**______________ **Date**________

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SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. deyrmons _ _ _ _ _ ○ _ _
2. aetmtertn _ ○ _ _ _ _ _ _ _
3. cdiadtde ○ _ _ _ _ _ _ _
4. oepnicruta _ _ _ _ _ _ _ _ _ ○
5. ineyegh _ _ ○ _ _ _ _
6. lztseiire _ _ ○ _ _ _ _ _ _
7. tmpysmo ○ _ _ _ _ _ _
8. btirtlshil _ _ _ _ _ _ _ _ ○ _
9. rsiapidcte _ _ _ ○ _ _ _ _ _ _
10. aeomcindit _ _ _ _ ○ _ _ _ _ _
11. eydkni ○ _ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

A small stick with a blunt end used for
cleaning under nails is called an:

○○○○○○ ○○○○○

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READING IN THE WORKPLACE
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VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

autopsy	infection	midwife	stillbirth
fetus	laboratory	miscarry	symptom
hygiene	medication	sterilize	treatment

1. a place for doing tests ○ _ _ _ _ _ _ _ _ _
2. an examination of a dead person's body _ _ _ ○ _ _ _
3. a person who assists women during childbirth _ _ _ ○ _ _ _
4. a baby that is dead at birth _ _ _ _ _ ○ _ _ _ _
5. a disease in part of the body ○ _ _ _ _ _ _ _ _
6. the use of something to cure an illness or disease _ ○ _ _ _ _ _ _ _
7. a sign that something is wrong _ _ _ _ ○ _ _
8. things a person does to be clean and healthy ○ _ _ _ _ _ _
9. to make free from germs _ _ _ ○ _ _ _ _ _
10. to bring forth a developing baby too early, causing the end of the pregnancy _ _ _ _ ○ _ _ _
11. a developing baby in the body of its mother _ _ ○ _ _
12. a drug used to treat disease or injury _ ○ _ _ _ _ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

When babies weigh under the normal birth weight
of five pounds, it is called a:

○○○ ○○○○○ ○○○○

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WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1.	anesthesia	anguish	anesthesia	anesthesia	anesthetic	animated	anathema
2.	encounter	encounter	enterprise	encounter	enthusiastic	encore	encounter
3.	inhalant	inaction	inherent	inhabit	inhalant	inheritance	inhalant
4.	laboratory	lacerated	laboratory	laconically	laboratory	laboriously	language
5.	solutions	solutions	solutions	solitude	solitary	solutions	solitude
6.	sterilize	striking	studious	sterilize	sterile	sterilize	stylish
7.	medication	medication	merciless	mesmerize	medication	medication	medicinal
8.	terminology	terminology	technique	temporal	temptation	terminology	tendency
9.	hygiene	hydrant	hygiene	hybrid	hyphen	hygiene	hydrant
10.	routine	routine	route	routine	rout	royal	routine
11.	compassion	comforter	compassionate	commence	compass	compassion	compassion
12.	dietitian	digest	digression	dietitian	dieting	diet	dietitian
13.	miscarry	miscarry	miscarriage	mischief	misconduct	miscarry	miscarriage
14.	volatile	vital	volatile	violence	volume	volition	volatile
15.	asepsis	assent	assess	asepsis	assist	asepsis	assign

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Health Care

CROSSWORD PUZZLE

Use the vocabulary words in the word box below to fill in the crossword puzzle on worksheet #17. Note: Some of the words in the word box are not used in the puzzle.

WORD BOX

abnormal
addicted
asepsis
autopsies
cope
crucial
cultural
data
desperation
dietitian
exerted
hygiene
immunization
inhalant
interactions
laboratory
medication
miscarry
precautions
standards
sterilize
syndrome
treatment
uterus

CLUES

ACROSS

1. a drug used to treat an injury or illness
5. a group of signs and symptoms that indicate a disease or illness
6. practices that promote cleanliness
7. something containing a spray mist that can be inhaled through the nose
8. facts or information
9. a specialist in the area of what people should eat
10. put forth an effort
11. noticeably irregular
13. to deal with a difficult situation
15. steps taken to prevent injury or illness
16. having to do with the customs and beliefs of a group of people
17. a place for doing tests

DOWN

2. treatment with a vaccine to prevent disease
3. having developed a need for something harmful
4. to make free from germs
5. degrees of excellence
12. to bring forth a developing baby too early, causing the end of the pregnancy
13. extremely important
14. a muscular organ in a woman's body that houses a developing baby until birth

See Worksheet #17 for Crossword Board

Name ______________________ **Class** __________ **Date** ______

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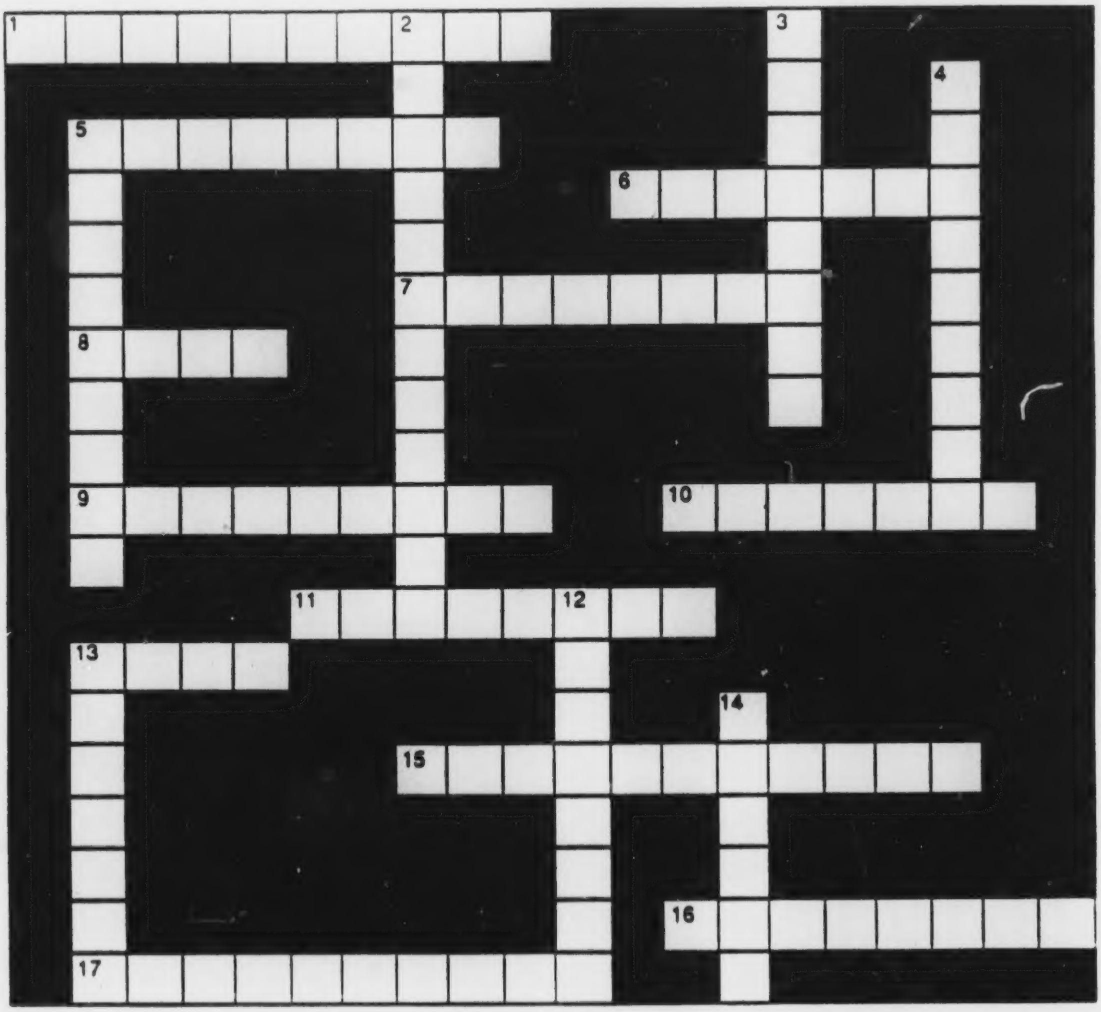
Crossword Puzzle

Continued



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See Worksheet #16 for Crossword Clues

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READING IN THE WORKPLACE
Health Care

CATEGORIZING

Under each list of words, write the health procedure for each category. Use the word box to help you. Some letters have already been provided for you.

WORD BOX

admitting a patient	bed making	oral hygiene
back rub	cleaning a patient unit	shaving
bed bath	hand washing	

1. paper towel
soap
waste can
running water

_an_ _as_in_

2. soap
brush
disinfectant
cleaning clothes

__ea_in_ a

_ati_n_ _ni_

3. spread
blanket
sheets
mattress pad

_e_ _a_in_

4. bath thermometer
washcloth
soap
bath blanket

_e_ _a__

5. basin
mouthwash
toothpaste
cup

_ra_ __gi_n_

6. towel
screen
body powder
lotion

__ck _u_

7. mirror
face towel
basin of water
razor

_ha__n_

8. pad and pencil
patient's chart
identification bracelet
weight and height

_d__tt_n_ a

_a_ien_

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USING CONTEXT CLUES

Read the following paragraphs. Fill in each blank space with the correct word from the word box.

WORD BOX FOR PARAGRAPH #1

courteously
discouraged
especially
extended
forbidden
patient
practice
religion
salary
services

PARAGRAPH #1

Sometimes a ____________ will offer a "little gift" to a nurse or nurse aide who has been ____________ helpful or kind. This ____________ is frowned upon by most hospitals. Patients are charged for the ____________ they receive. These services are ____________ to everyone. It does not depend on the patient's color, race, ____________, or wealth. Health-care workers are paid a ____________ to provide this care. Therefore, tipping is ____________. In fact, in some hospitals it is ____________. Tips must be ____________ refused.

WORD BOX FOR PARAGRAPH #2

attitudes
coworkers
interact
kind
person
relationships
satisfaction
skill
worker
workplace

PARAGRAPH #2

An interpersonal relationship refers to how people ____________ with each other. Getting along with our ____________ is an important job ____________. Good ____________ in the ____________ begin with your own ____________ and personality. If you are a ____________, accepting, and giving ____________, others will help you to find ____________ in your job as a health-care ____________.

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READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

abnormal
compassion
cope
crucial
desperation
dietitian
fatalities
hygiene
laboratory
pediatrics
possessions
precaution
pressure
specimen
sterilize

1. Nurses are taught how to __________________ instruments so that they are germ free.
2. The nurse aide was told to collect a urine __________________.
3. Wearing rubber gloves as a __________________ against contagious diseases is extremely important in the health field.
4. Health-care workers must learn to __________________ with emergencies.
5. The __________________ prepared a salt-free diet for the heart patient.
6. Wearing clean, fresh garments to work is a part of a person's personal __________________.
7. The doctor used a sphygmomanometer to measure the patient's blood __________________.
8. Careful nursing care is __________________ in the coronary-care unit.
9. The patient's family was impressed by the __________________ shown by the nursing staff.
10. The nurse aide was told to collect all of the patient's personal __________________.
11. Special nursing care was needed for the patient with the __________________ heart rhythm.
12. The man was sent to the __________________ for a blood test.
13. Many __________________ occur each year due to accidents caused by drunk drivers.
14. The parents felt a sense of __________________ when the doctor told them that there was no chance of recovery for their child.
15. The young nurse decided to specialize in __________________ because she loved young children.

Name ______________________________ **Class** ____________ **Date** ______

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READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following classified advertisements. Each advertisement has a word box written above it. The word box contains the words that you will use to fill in the blank spaces in the ads. Each ad will make sense when all of the words have been filled in correctly.

WORD BOX FOR AD #1

equal experience extension facility shifts weekend

LAB TECHNICIANS. Immediate openings. One ______________ per month, day and night ______________ available. Hematology ______________ required. Call Mrs. McCarthy at 358-2341, ______________ 290. Smoke-free ______________. An ______________ opportunity employer.

WORD BOX FOR AD #2

arrange benefits care competitive management opportunity

CHARGE NURSE. Great ______________ for the right person at our long-term ______________ facility. Beginning ______________ training offered. We also offer a ______________ salary and an attractive ______________ package. To ______________ an interview, call James Davis at 269-0111.

WORD BOX FOR AD #3

ambitious application center certified directions preferable

NURSING ASSISTANTS. Sterling Manor Nursing ______________ needs caring, ______________ nursing assistants. Must be ______________. Experience ______________ but not necessary. Come in and fill out an ______________. Call for ______________ to our center. 555-8736.

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READING IN THE WORKPLACE
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USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

autopsy
cooperate
correspondence
cultural
exposure
immunization
inhaled
medications
minimized
monitored
orange stick
precautions
respiratory
stillbirth
symptoms

1. Observe all safety __________ to prevent falls.
2. Avoid unnecessary __________ of a patient's body.
3. The operating nurse used an __________ to clean under his nails.
4. The people in the area had to be reminded that __________ helps to stop the spread of disease.
5. They performed an __________ on the man because of the strange circumstances surrounding his death.
6. The young woman was taking several __________ to treat her illness.
7. Because the nurse aides had learned to __________ with each other, they were able to finish their work quickly.
8. People do not want to feel that their illnesses are being __________ by others.
9. The child had so many __________ that the doctor was sure the child had a bladder infection.
10. Because his fever was high, he was __________ throughout the night.
11. If you have a __________ disease, it can be difficult to breathe.
12. After their first child died in infancy, it was hard to accept another __________.
13. The teenager died of sudden sniffing death because he __________ a harmful substance.
14. Sometimes a home health-care worker is asked to handle the patient's bills and __________.
15. It is important to understand a patient's __________ needs as well as his or her physical and emotional needs.

Name __________ Class __________ Date __________

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Unit 3

READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 20 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

abnormal
arterial
asepsis
compassionate
cope

crucial
cultural
data
encounter
fetus

hygiene
inhalant
interpersonal
precaution
promote

resistance
routine
standards
thorough
uterus

D	P	L	A	I	R	E	T	R	A	R	S	U	T	E	F	S	A
A	B	I	K	P	I	N	T	E	R	P	E	R	S	O	N	A	L
T	S	N	R	N	T	C	S	S	I	L	P	P	N	T	V	W	A
A	T	H	B	G	L	O	J	I	P	J	O	G	H	B	Q	U	M
I	Q	A	Y	C	W	U	V	S	K	R	C	L	N	P	Y	Z	R
X	L	L	P	G	W	N	N	T	E	W	S	R	C	G	H	P	O
T	G	A	B	X	I	T	O	A	E	P	S	L	U	A	S	R	N
H	H	N	T	O	L	E	Q	N	E	N	T	P	L	C	P	E	B
O	R	T	E	V	R	R	N	C	W	I	A	T	T	T	I	C	A
R	P	M	A	N	E	S	U	E	G	E	N	E	U	A	U	A	X
O	L	I	C	Q	I	A	E	I	O	T	D	R	R	D	C	U	L
U	M	E	R	S	L	T	N	T	R	O	A	I	A	V	T	T	P
G	X	J	P	P	L	M	U	P	S	M	R	A	L	X	L	I	R
H	P	E	L	N	B	R	O	O	V	O	D	C	T	S	G	O	E
B	S	U	R	E	T	U	T	L	R	R	S	P	X	W	P	N	A
A	E	T	A	N	O	I	S	S	A	P	M	O	C	R	M	V	N

Name ______________________ Class ___________ Date _______

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READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 18 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

- anesthesia
- autopsies
- compassion
- dietitian
- governing
- laboratory
- miscarry
- normal
- pediatrics
- relate
- solutions
- sphygmomanometer
- sterilize
- stillbirth
- symptom
- syndrome
- terminology
- treatment

R	E	T	E	M	O	N	A	M	O	M	G	Y	H	P	S	C	T
P	Q	S	C	I	R	T	A	I	D	E	P	M	N	Y	O	O	S
U	S	T	L	S	E	E	A	Q	G	H	P	Q	N	D	L	M	L
A	T	E	G	C	O	E	Z	U	F	E	F	D	D	P	U	P	G
N	L	R	H	A	A	H	I	X	T	Y	R	P	D	G	T	A	Y
E	A	I	M	R	O	T	L	G	Z	O	P	J	I	N	I	S	G
S	B	L	N	R	I	N	H	F	M	Q	P	C	E	I	O	S	O
T	O	I	O	Y	D	E	J	E	B	N	E	S	T	N	N	I	L
H	R	Z	X	D	E	M	A	M	P	T	K	O	I	R	S	O	O
E	A	E	Y	E	O	T	E	L	A	N	B	T	T	E	Q	N	N
S	T	G	B	T	R	A	S	L	K	L	F	R	I	V	S	E	I
I	O	F	P	T	N	E	E	Q	R	P	M	B	A	O	P	A	M
A	R	M	S	L	P	R	J	L	A	M	R	O	N	G	Y	L	R
G	Y	L	T	R	X	T	I	L	M	H	D	T	Y	P	O	M	E
S	T	I	L	L	B	I	R	T	H	U	A	O	R	Y	N	N	T

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READING IN THE WORKPLACE
Health Care

ALPHA ORDER

Put the following groups of health-related words in alphabetical order. Put one word on each line to the right of each group.

1. asepsis ____________
arterial ____________
abnormal ____________
autopsies ____________
anesthesia ____________

2. fetus ____________
febrile ____________
forceps ____________
fever ____________
fatalities ____________

3. solution ____________
sterilize ____________
syndrome ____________
symptom ____________
stillbirth ____________

4. treatment ____________
temperature ____________
transfusion ____________
terminology ____________
transcribing ____________

5. miscarry ____________
medication ____________
malpractice ____________
miscarriage ____________
minimized ____________

6. digestion ____________
diet ____________
dietitian ____________
desperation ____________
data ____________

7. correspondence ____________
compassionate ____________
cope ____________
crucial ____________
compassion ____________

8. interpersonal ____________
irregularities ____________
inhalant ____________
isolation ____________
instruments ____________

9. precaution ____________
prescribed ____________
procedures ____________
pediatrics ____________
promote ____________

10. reproductive ____________
routine ____________
retention ____________
respiratory ____________
rotation ____________

11. health ____________
hygiene ____________
hemorrhage ____________
heart ____________
hallucination ____________

12. iodine ____________
immunization ____________
intravenous ____________
infection ____________
intestine ____________

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WORD MATCH

Match the words in Column A with their definitions in Column B. Put the letter of each definition on the line in front of the word it defines.

Column A

1. ___ alleviate
2. ___ asepsis
3. ___ compassionate
4. ___ cope
5. ___ crucial
6. ___ desperation
7. ___ dietitian
8. ___ exerted
9. ___ hallucinations
10. ___ hygiene
11. ___ laboratory
12. ___ monitor
13. ___ precautions
14. ___ routine
15. ___ standards
16. ___ sterilize
17. ___ stillbirth
18. ___ terminology
19. ___ transcribing
20. ___ volatile

Column B

a. to make free from germs
b. extremely important
c. a set way of doing things
d. a feeling that leaves you with no hope
e. false perceptions; delusions
f. a place for doing tests
g. to watch
h. rules about the way something should be done
i. practices that promote cleanliness
j. to deal with a difficult situation
k. a procedure followed to prevent the spread of germs
l. steps taken to prevent injury
m. a specialist in the area of what people should eat
n. a baby that is dead at birth
o. put forth an effort
p. words specific to a certain field
q. to ease
r. explosive
s. having feelings of pity for another person
t. writing out what someone has said

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DK-21054
Unit 3

READING IN THE WORKPLACE
Health Care

SPELLING BEE

In each group of three words, circle the one word that is spelled correctly.

1.	temperture	tempature	temperature
2.	precaution	precation	percaution
3.	medecation	medicasion	medication
4.	routeen	routine	rutine
5.	inhelent	inhalant	inhelant
6.	higene	hygene	hygiene
7.	crucial	crushul	crusial
8.	operate	oparate	opperate
9.	atopsies	autopsees	autopsies
10.	fetus	fetes	fetas
11.	simptoms	syptoms	symptoms
12.	misscary	miscarry	misscarry
13.	halucination	hallucination	hellucination
14.	alleviate	aleviate	alleveate
15.	treatmant	treatmunt	treatment

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READING IN THE WORKPLACE
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SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

	Column A		Column B	
1.	crucial	merciful	important	clever
2.	compassionate	caring	humble	careful
3.	standards	degree	strength	rules
4.	precaution	prediction	choice	warning
5.	medication	drug	food	crash
6.	sanitary	repulsive	clean	sarcastic
7.	abnormal	irregular	normal	perfect
8.	correspondence	advice	price	letters
9.	symptom	indication	accident	speech
10.	syndrome	kindness	disease	skill
11.	nutritious	nourishing	harmful	orderly
12.	possessions	belongings	rewards	games
13.	environment	model	situation	surrounding
14.	contaminated	new	unclean	pure
15.	alleviate	relieve	suspend	delay
16.	complication	scrape	award	difficulty
17.	volatile	movable	explosive	talkative
18.	monitor	watch	reveal	give
19.	hallucination	delusion	struggle	terror
20.	panic	sorrow	fear	examination

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SCRAMBLED SENTENCES

Unscramble the words to make complete sentences. Write the new sentences in the space below each group of words.

1. whole doctor's ward the clerk afternoon notes the spent transcribing the

2. were free the them sterilized to instruments germ make

3. types a lose anesthesia certain of to consciousness causes person

4. pulse close an surface to arterial felt skin the can of be the

5. taken sample man's of blood a was laboratory the at the

6. hard sometimes cope to it dying with is death and

7. was the hospital hallucinations admitted to was from suffering when man he the

8. become it pain to is certain medication easy addicted types of to

9. man's indicated throat young symptoms the strep had that he

10. from distress the suffered patient respiratory

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SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. deyrmons _ _ _ _ _ ○ _ _
2. aetmtertn _ ○ _ _ _ _ _ _ _
3. cdiadtde ○ _ _ _ _ _ _ _
4. oepnicruta _ _ _ _ _ _ _ _ _ ○
5. ineyegh _ _ ○ _ _ _ _
6. lztseiire _ _ ○ _ _ _ _ _ _
7. tmpysmo ○ _ _ _ _ _ _
8. btirtlshil _ _ _ _ _ _ _ _ ○ _
9. rsiapidcte _ _ _ ○ _ _ _ _ _ _
10. aeomcindit _ _ _ _ ○ _ _ _ _ _
11. eydkni ○ _ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

A small stick with a blunt end used for cleaning under nails is called an:

○ ○ ○ ○ ○ ○   ○ ○ ○ ○ ○

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READING IN THE WORKPLACE
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VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

autopsy
fetus
hygiene
infection
laboratory
medication
midwife
miscarry
sterilize
stillbirth
symptom
treatment

1. a place for doing tests ○ _ _ _ _ _ _ _ _ _
2. an examination of a dead person's body _ _ _ ○ _ _ _
3. a person who assists women during childbirth _ _ _ ○ _ _ _
4. a baby that is dead at birth _ _ _ _ _ ○ _ _ _ _
5. a disease in part of the body ○ _ _ _ _ _ _ _ _
6. the use of something to cure an illness or disease _ ○ _ _ _ _ _ _ _
7. a sign that something is wrong _ _ _ _ ○ _ _
8. things a person does to be clean and healthy ○ _ _ _ _ _ _
9. to make free from germs _ _ _ ○ _ _ _ _ _
10. to bring forth a developing baby too early, causing the end of the pregnancy _ _ _ _ ○ _ _ _
11. a developing baby in the body of its mother _ _ ○ _ _
12. a drug used to treat disease or injury _ ○ _ _ _ _ _ _ _ _

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

When babies weigh under the normal birth weight of five pounds, it is called a:

○○○ ○○○○○ ○○○○

Name ______________________ **Class** __________ **Date** ______

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READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1. anesthesia	anguish	anesthesia	anesthesia	anesthetic	animated	anathema
2. encounter	encounter	enterprise	encounter	enthusiastic	encore	encounter
3. inhalant	inaction	inherent	inhabit	inhalant	inheritance	inhalant
4. laboratory	lacerated	laboratory	laconically	laboratory	laboriously	language
5. solutions	solutions	solutions	solitude	solitary	solutions	solitude
6. sterilize	striking	studious	sterilize	sterile	sterilize	stylish
7. medication	medication	merciless	mesmerize	medication	medication	medicinal
8. terminology	terminology	technique	temporal	temptation	terminology	tendency
9. hygiene	hydrant	hygiene	hybrid	hyphen	hygiene	hydrant
10. routine	routine	route	routine	rout	royal	routine
11. compassion	comforter	compassionate	commence	compass	compassion	compassion
12. dietitian	digest	digression	dietitian	dieting	diet	dietitian
13. miscarry	miscarry	miscarriage	mischief	misconduct	miscarry	miscarriage
14. volatile	vital	volatile	violence	volume	volition	volatile
15. asepsis	assent	assess	asepsis	assist	asepsis	assign

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READING IN THE WORKPLACE
Health Care

CROSSWORD PUZZLE

Use the vocabulary words in the word box below to fill in the crossword puzzle on worksheet #17. Note: Some of the words in the word box are not used in the puzzle.

WORD BOX

abnormal
addicted
asepsis
autopsies
cope
crucial
cultural
data
desperation
dietitian
exerted
hygiene
immunization
inhalant
interactions
laboratory
medication
miscarry
precautions
standards
sterilize
syndrome
treatment
uterus

CLUES

ACROSS

1. a drug used to treat an injury or illness
5. a group of signs and symptoms that indicate a disease or illness
6. practices that promote cleanliness
7. something containing a spray mist that can be inhaled through the nose
8. facts or information
9. a specialist in the area of what people should eat
10. put forth an effort
11. noticeably irregular
13. to deal with a difficult situation
15. steps taken to prevent injury or illness
16. having to do with the customs and beliefs of a group of people
17. a place for doing tests

DOWN

2. treatment with a vaccine to prevent disease
3. having developed a need for something harmful
4. to make free from germs
5. degrees of excellence
12. to bring forth a developing baby too early, causing the end of the pregnancy
13. extremely important
14. a muscular organ in a woman's body that houses a developing baby until birth

See Worksheet #17 for Crossword Board.

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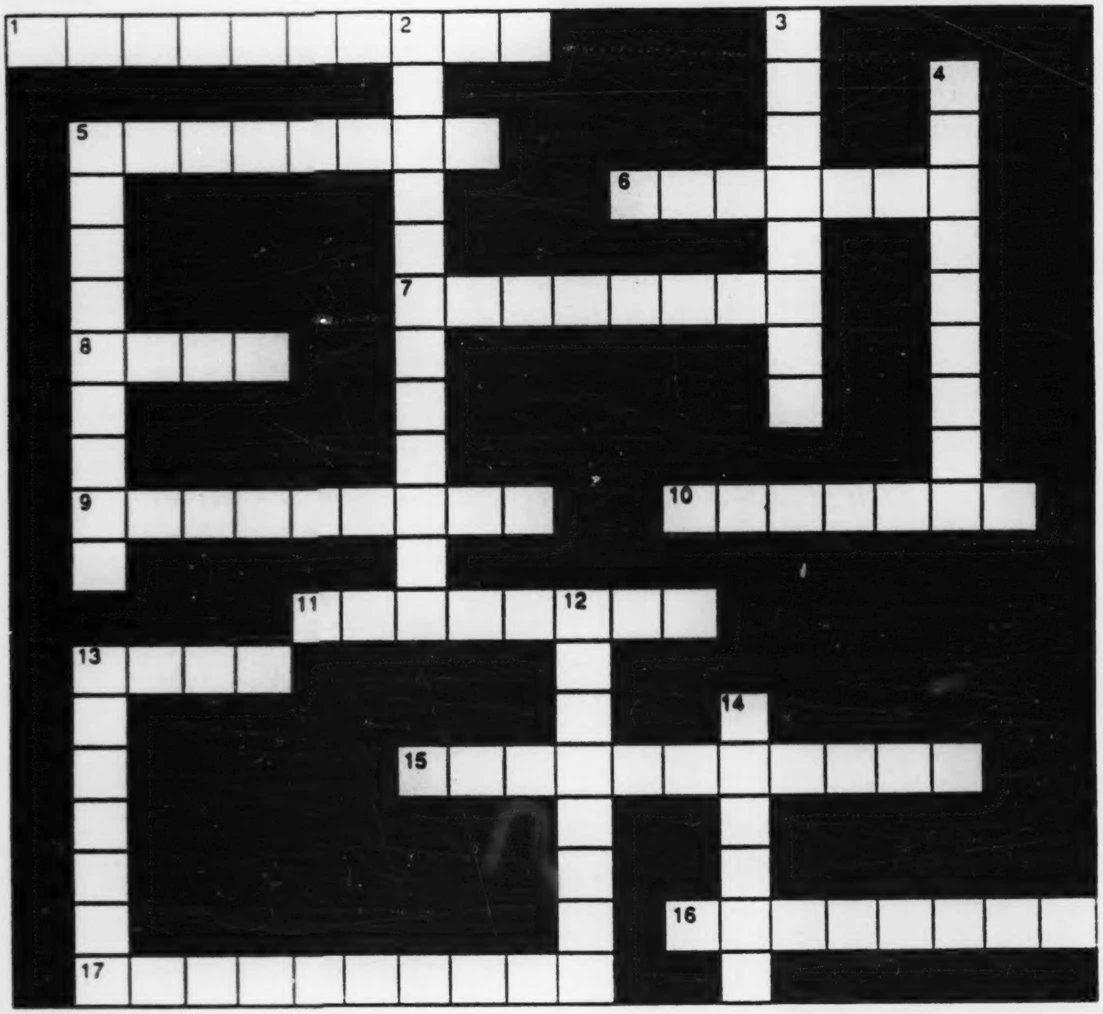
Crossword Puzzle

Continued



See Worksheet #16 for Crossword Clues

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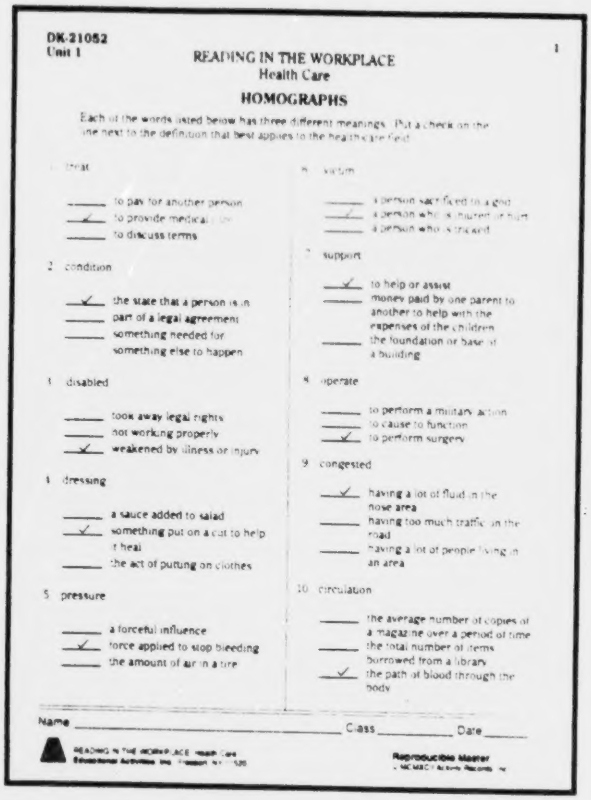
ANSWER KEYS



DK-21052
Unit 1

1

READING IN THE WORKPLACE
Health Care

HOMOGRAPHS

Each of the words listed below has three different meanings. Put a check on the line next to the definition that best applies to the health care field.

1. treat
   - ______ to pay for another person
   - ✓ to provide medical care
   - ______ to discuss terms
2. condition
   - ✓ the state that a person is in
   - ______ part of a legal agreement
   - ______ something needed for something else to happen
3. disabled
   - ______ took away legal rights
   - ______ not working properly
   - ✓ weakened by illness or injury
4. dressing
   - ______ a sauce added to salad
   - ✓ something put on a cut to help it heal
   - ______ the act of putting on clothes
5. pressure
   - ______ a forceful influence
   - ✓ force applied to stop bleeding
   - ______ the amount of air in a tire
6. victim
   - ______ a person sacrificed to a god
   - ✓ a person who is injured or hurt
   - ______ a person who is tricked
7. support
   - ✓ to help or assist
   - ______ money paid by one parent to another to help with the expenses of the children
   - ______ the foundation or base of a building
8. operate
   - ______ to perform a military action
   - ______ to cause to function
   - ✓ to perform surgery
9. congested
   - ✓ having a lot of fluid in the nose area
   - ______ having too much traffic on the road
   - ______ having a lot of people living in an area
10. circulation
    - ______ the average number of copies of a magazine over a period of time
    - ______ the total number of items borrowed from a library
    - ✓ the path of blood through the body

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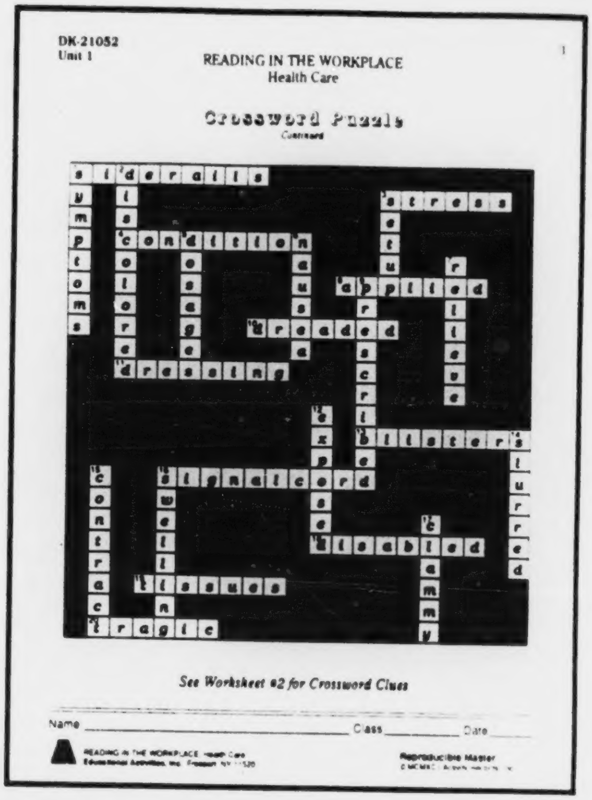

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1

READING IN THE WORKPLACE
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Crossword Puzzle
Continued

See Worksheet #2 for Crossword Clues

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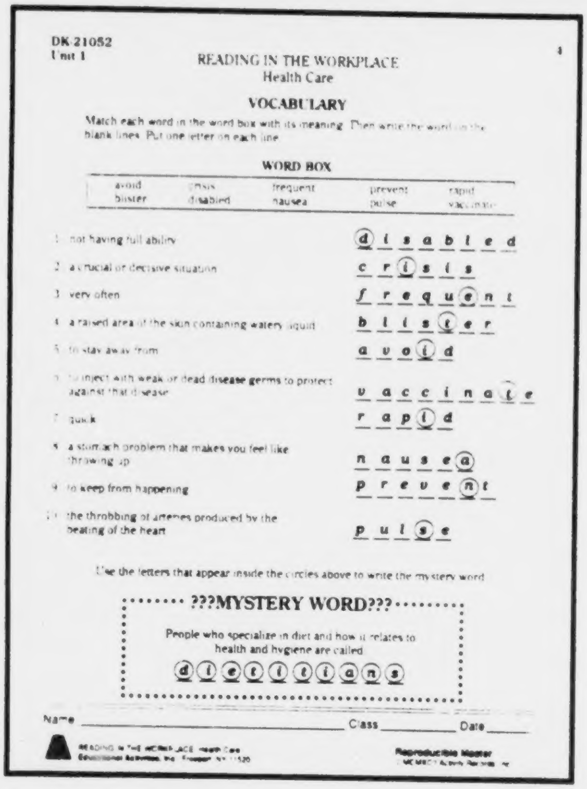

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READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

avoid	crisis	frequent	prevent	rapid
blister	disabled	nausea	pulse	vaccinate

1. not having full ability — d i s a b l e d
2. a crucial or decisive situation — c r i s i s
3. very often — f r e q u e n t
4. a raised area of the skin containing watery liquid — b l i s t e r
5. to stay away from — a v o i d
6. to inject with weak or dead disease germs to protect against that disease — v a c c i n a t e
7. quick — r a p i d
8. a stomach problem that makes you feel like throwing up — n a u s e a
9. to keep from happening — p r e v e n t
10. the throbbing of arteries produced by the beating of the heart — p u l s e

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

People who specialize in diet and how it relates to health and hygiene are called

d i e t i t i a n s

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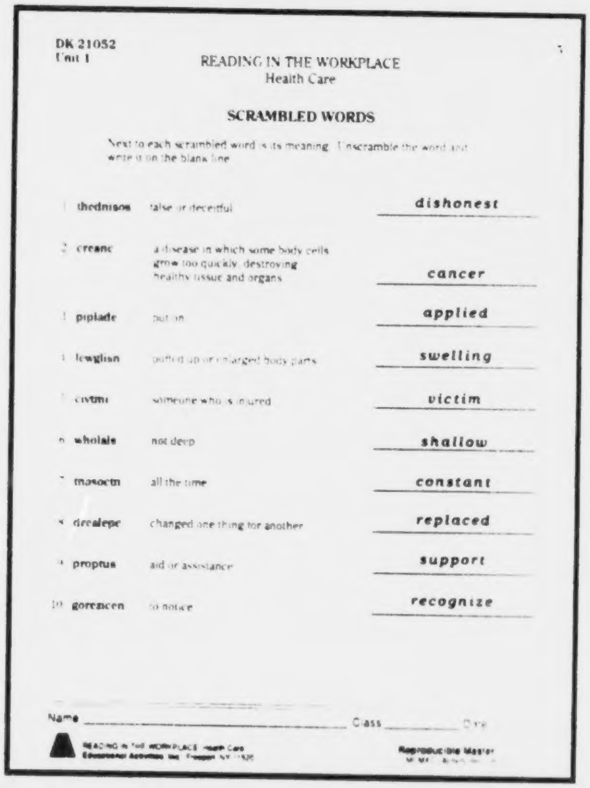

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READING IN THE WORKPLACE
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SCRAMBLED WORDS

Next to each scrambled word is its meaning. Unscramble the word and write it on the blank line.

1	**thednisos**	false or deceitful	dishonest
2	**creanc**	a disease in which some body cells grow too quickly, destroying healthy tissue and organs	cancer
3	**pipiade**	put on	applied
4	**lewglisn**	puffed up or enlarged body parts	swelling
5	**civtmi**	someone who is injured	victim
6	**wholals**	not deep	shallow
7	**tnasoctn**	all the time	constant
8	**drcalepe**	changed one thing for another	replaced
9	**proptus**	aid or assistance	support
10	**goreazcen**	to notice	recognize

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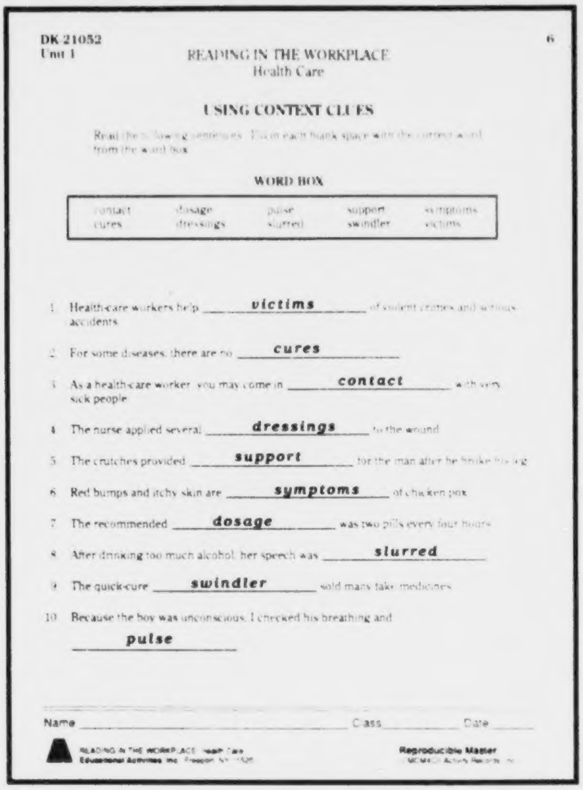

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READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

contact	dosage	pulse	support	symptoms
cures	dressings	slurred	swindler	victims

1. Health-care workers help **victims** of violent crimes and serious accidents.
2. For some diseases, there are no **cures**
3. As a health-care worker, you may come in **contact** with very sick people.
4. The nurse applied several **dressings** to the wound.
5. The crutches provided **support** for the man after he broke his leg.
6. Red bumps and itchy skin are **symptoms** of chicken pox.
7. The recommended **dosage** was two pills every four hours.
8. After drinking too much alcohol, her speech was **slurred**
9. The quick-cure **swindler** sold many fake medicines.
10. Because the boy was unconscious, I checked his breathing and **pulse**

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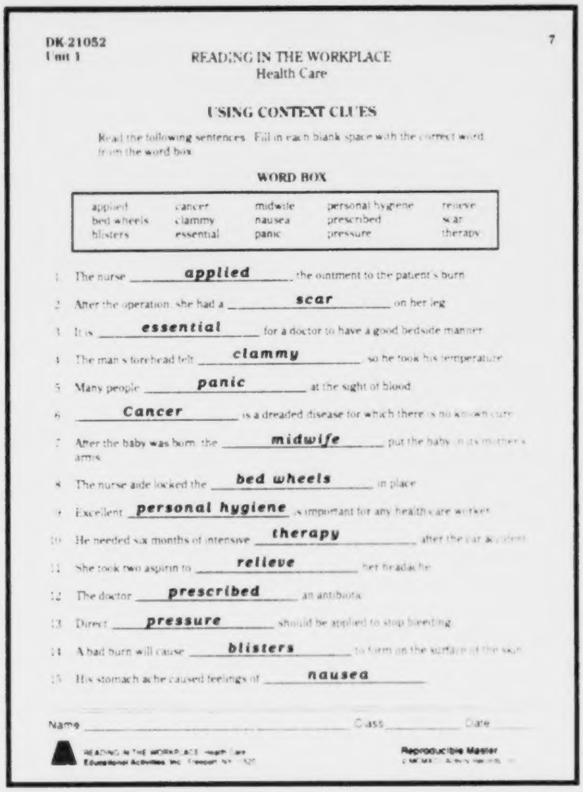

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READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

applied	cancer	midwife	personal hygiene	relieve
bed wheels	clammy	nausea	prescribed	scar
blisters	essential	panic	pressure	therapy

1. The nurse **applied** the ointment to the patient's burn.
2. After the operation, she had a **scar** on her leg.
3. It is **essential** for a doctor to have a good bedside manner.
4. The man's forehead felt **clammy**, so he took his temperature.
5. Many people **panic** at the sight of blood.
6. **Cancer** is a dreaded disease for which there is no known cure.
7. After the baby was born, the **midwife** put the baby in its mother's arms.
8. The nurse aide locked the **bed wheels** in place.
9. Excellent **personal hygiene** is important for any health-care worker.
10. He needed six months of intensive **therapy** after the car accident.
11. She took two aspirin to **relieve** her headache.
12. The doctor **prescribed** an antibiotic.
13. Direct **pressure** should be applied to stop bleeding.
14. A bad burn will cause **blisters** to form on the surface of the skin.
15. His stomach ache caused feelings of **nausea**

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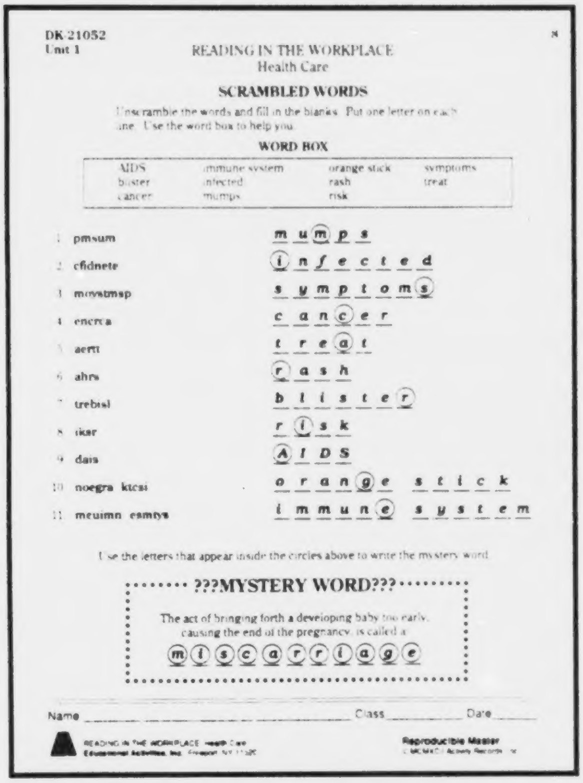

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READING IN THE WORKPLACE
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SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

AIDS	immune system	orange stick	symptoms
blister	infected	rash	treat
cancer	mumps	risk	

1	**pmsum**	m u ⓜ p s
2	**cfidnete**	ⓘ n f e c t e d
3	**moystmsp**	s y m p t o m ⓢ
4	**enerca**	c a n ⓒ e r
5	**aertt**	t r e ⓐ t
6	**ahrs**	ⓡ a s h
7	**trebisl**	b l i s t e ⓡ
8	**ikar**	r ⓘ s k
9	**dais**	Ⓐ I D S
10	**noegra ktcsi**	o r a n ⓖ e s t i c k
11	**meuimn esmtys**	i m m u n ⓔ s y s t e m

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The act of bringing forth a developing baby too early, causing the end of the pregnancy, is called a

ⓜ ⓘ ⓢ ⓒ ⓐ ⓡ ⓡ ⓘ ⓐ ⓖ ⓔ

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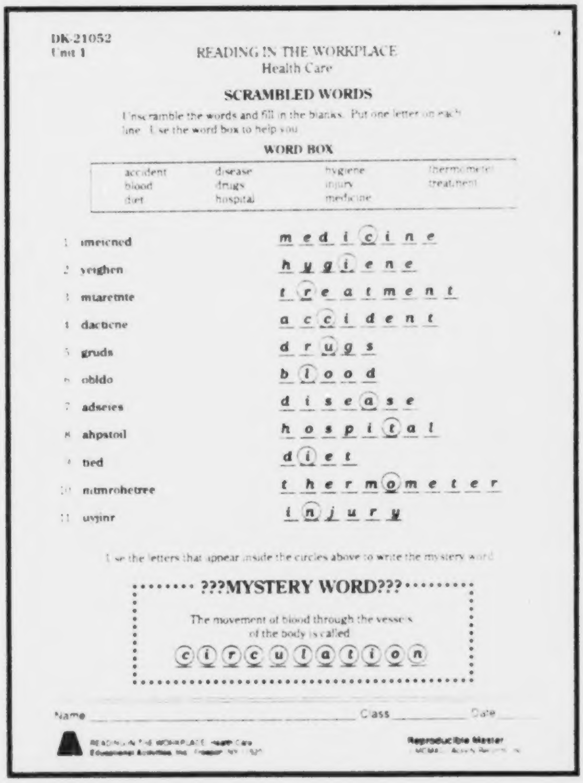

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READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

accident	disease	hygiene	thermometer
blood	drugs	injury	treatment
diet	hospital	medicine	

1	**imeicned**	m e d i ⓒ i n e
2	**yeighen**	h y g ⓘ e n e
3	**mtaretnte**	t ⓡ e a t m e n t
4	**dactiene**	a c ⓒ i d e n t
5	**gruds**	d r ⓤ g s
6	**obldo**	b ⓛ o o d
7	**adseies**	d i s e ⓐ s e
8	**ahpstoil**	h o s p i ⓣ a l
9	**tied**	d ⓘ e t
10	**mtmrohetree**	t h e r m ⓞ m e t e r
11	**uyjinr**	i ⓝ j u r y

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The movement of blood through the vessels of the body is called

ⓒ ⓘ ⓡ ⓒ ⓤ ⓛ ⓐ ⓣ ⓘ ⓞ ⓝ

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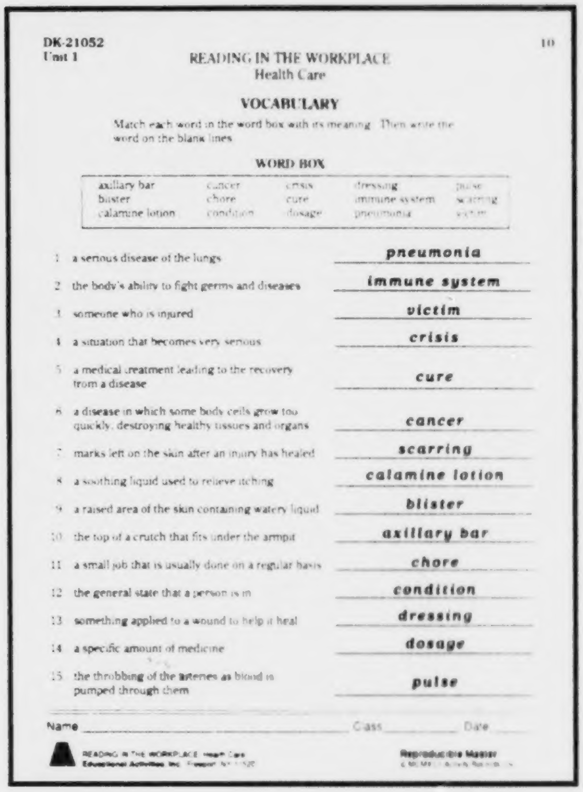

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10

READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

WORD BOX

axillary bar	cancer	crisis	dressing	pulse
blister	chore	cure	immune system	scarring
calamine lotion	condition	dosage	pneumonia	victim

1	a serious disease of the lungs	pneumonia
2	the body's ability to fight germs and diseases	immune system
3	someone who is injured	victim
4	a situation that becomes very serious	crisis
5	a medical treatment leading to the recovery from a disease	cure
6	a disease in which some body cells grow too quickly, destroying healthy tissues and organs	cancer
7	marks left on the skin after an injury has healed	scarring
8	a soothing liquid used to relieve itching	calamine lotion
9	a raised area of the skin containing watery liquid	blister
10	the top of a crutch that fits under the armpit	axillary bar
11	a small job that is usually done on a regular basis	chore
12	the general state that a person is in	condition
13	something applied to a wound to help it heal	dressing
14	a specific amount of medicine	dosage
15	the throbbing of the arteries as blood is pumped through them	pulse

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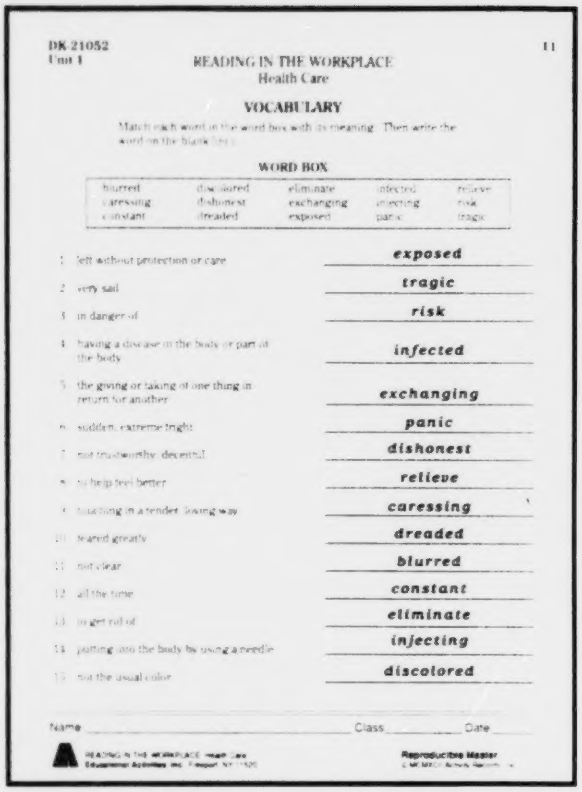

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11

READING IN THE WORKPLACE
Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

WORD BOX

blurred	discolored	eliminate	infected	relieve
caressing	dishonest	exchanging	injecting	risk
constant	dreaded	exposed	panic	tragic

1	left without protection or care	exposed
2	very sad	tragic
3	in danger of	risk
4	having a disease in the body or part of the body	infected
5	the giving or taking of one thing in return for another	exchanging
6	sudden, extreme fright	panic
7	not trustworthy, deceitful	dishonest
8	to help feel better	relieve
9	touching in a tender, loving way	caressing
10	feared greatly	dreaded
11	not clear	blurred
12	all the time	constant
13	to get rid of	eliminate
14	putting into the body by using a needle	injecting
15	not the usual color	discolored

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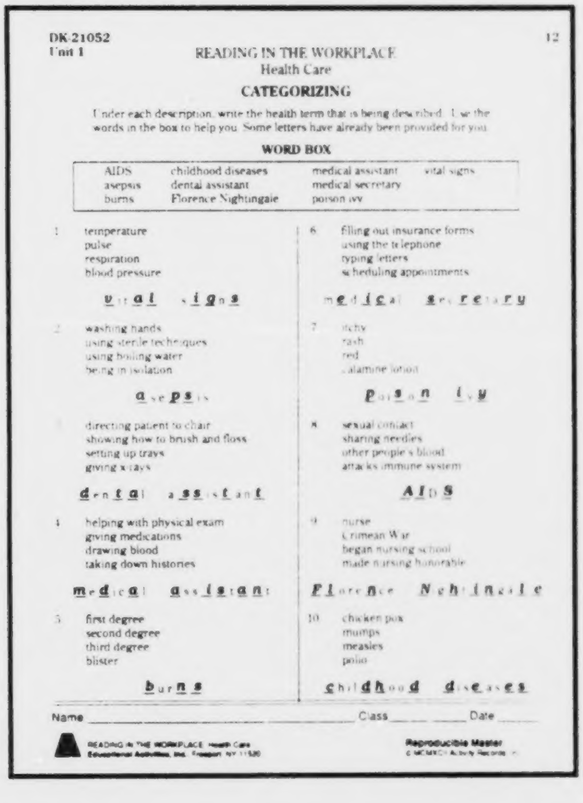

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READING IN THE WORKPLACE
Health Care

CATEGORIZING

Under each description, write the health term that is being described. Use the words in the box to help you. Some letters have already been provided for you.

WORD BOX

AIDS	childhood diseases	medical assistant	vital signs
asepsis	dental assistant	medical secretary	
burns	Florence Nightingale	poison ivy	

1 temperature
pulse
respiration
blood pressure

vital signs

2 washing hands
using sterile techniques
using boiling water
being in isolation

asepsis

3 directing patient to chair
showing how to brush and floss
setting up trays
giving x-rays

dental assistant

4 helping with physical exam
giving medications
drawing blood
taking down histories

medical assistant

5 first degree
second degree
third degree
blister

burns

6 filling out insurance forms
using the telephone
typing letters
scheduling appointments

medical secretary

7 itchy
rash
red
calamine lotion

poison ivy

8 sexual contact
sharing needles
other people's blood
attacks immune system

AIDS

9 nurse
Crimean War
began nursing school
made nursing honorable

Florence Nightingale

10 chicken pox
mumps
measles
polio

childhood diseases

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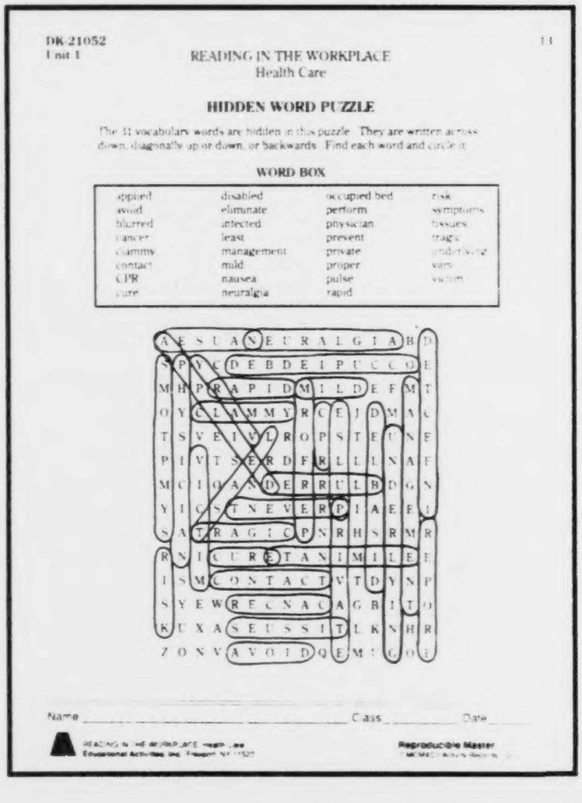

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READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 31 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

applied	disabled	occupied bed	risk
avoid	eliminate	perform	symptoms
blurred	infected	physician	tissues
cancer	least	prevent	tragic
clammy	management	private	underlying
contact	mild	proper	vary
CPR	nausea	pulse	victim
cure	neuralgia	rapid	

A E S U A N E U R A L G I A B D
S P Y C D E B D E I P U C C O E
M H P R A P I D M I L D E F M T
O Y C L A M M Y R C E J D M A C
T S V E I V L R O P S T E U N E
P I V T S E R D F R L L L N A F
M C I O A N D E R R U L B D G N
Y I C S T N E V E R P I A E E I
S A T R A G I C P N R H S R M R
R N I C U R E T A N I M I L E E
I S M C O N T A C T V T D Y N P
S Y E W R E C N A C A G B I T O
K U X A S E U S S I T L K N H R
Z O N V A V O I D Q E M I G O P

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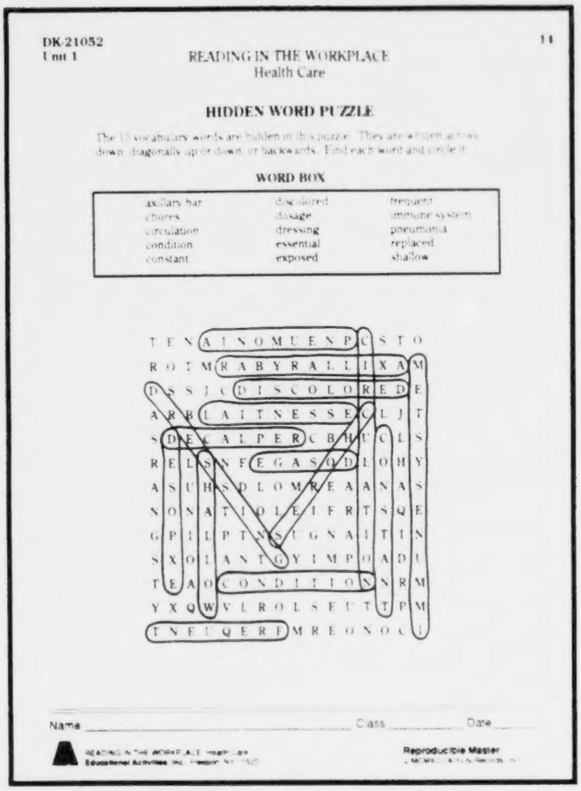

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HIDDEN WORD PUZZLE

The 15 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

axillary bar
chores
circulation
condition
constant
discolored
dosage
dressing
essential
exposed
frequent
immune system
pneumonia
replaced
shallow

T E N A I N O M U E N P C S T O
R O T M R A B Y R A L L I X A M
D S S J C D I S C O L O R E D E
A R B L A I T N E S S E C L J T
S D E C A L P E R C B H U C L S
R E L S N F E G A S O D L O H Y
A S U H S D L O M R E A A N A S
N O N A T I O L E I F R T S Q E
G P I L P T N S U G N A I T I N
S X O L A N T G Y I M P O A D U
T E A O C O N D I T I O N N R M
Y X Q W V L R O L S E U T T P M
T N E U Q E R F M R E O N O C I

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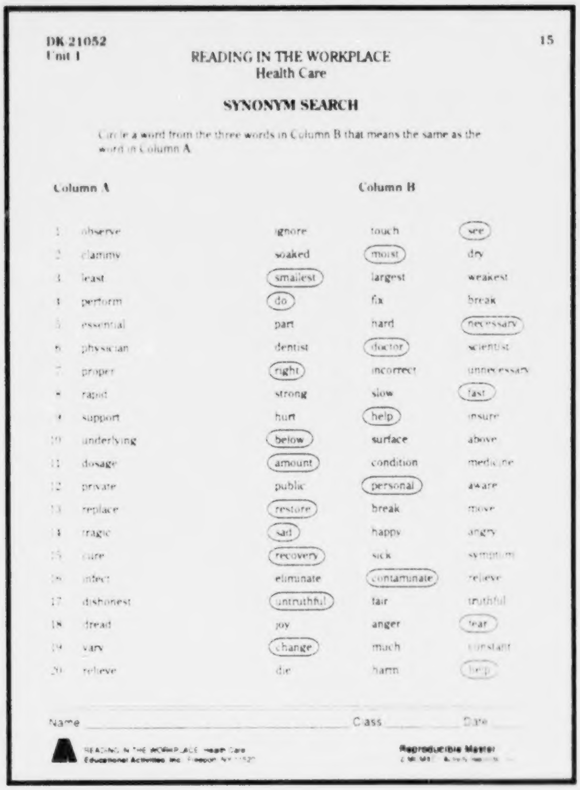

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READING IN THE WORKPLACE
Health Care

SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

Column A	Column B		
1 observe	ignore	touch	[✓ see]
2 clammy	soaked	[✓ moist]	dry
3 least	[✓ smallest]	largest	weakest
4 perform	[✓ do]	fix	break
5 essential	part	hard	[✓ necessary]
6 physician	dentist	[✓ doctor]	scientist
7 proper	[✓ right]	incorrect	unnecessary
8 rapid	strong	slow	[✓ fast]
9 support	hurt	[✓ help]	insure
10 underlying	[✓ below]	surface	above
11 dosage	[✓ amount]	condition	medicine
12 private	public	[✓ personal]	aware
13 replace	[✓ restore]	break	move
14 tragic	[✓ sad]	happy	angry
15 cure	[✓ recovery]	sick	symptom
16 infect	eliminate	[✓ contaminate]	relieve
17 dishonest	[✓ untruthful]	fair	truthful
18 dread	joy	anger	[✓ fear]
19 vary	[✓ change]	much	constant
20 relieve	die	harm	[✓ help]

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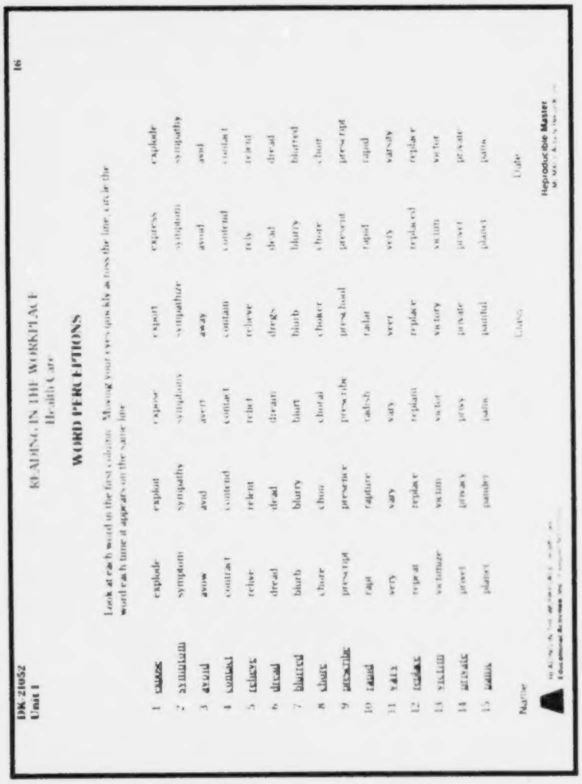

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READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1 expose	explode	exploit	expose	export	express	explode
2 symptom	symptom	sympathy	symptoms	sympathize	symptom	sympathy
3 avoid	avow	avid	avert	away	avoid	avid
4 contact	contract	contend	contact	contain	contend	contact
5 relieve	relive	relent	relief	relieve	rely	relent
6 dread	dread	dead	dream	dregs	dead	dread
7 blurred	blurb	blurry	blurt	blurb	blurry	blurred
8 chore	chore	choir	choral	choker	chore	choir
9 prescribe	prescript	presence	prescribe	preschool	present	prescript
10 rapid	rapt	rapture	radish	radar	rapid	rapid
11 vary	very	vary	vary	veer	very	varsity
12 replace	repeat	replace	replant	replace	replaced	replace
13 victim	victimize	victim	victor	victory	victim	victor
14 private	privet	privacy	privy	private	privet	private
15 pains	planet	pander	pains	painful	planet	pains

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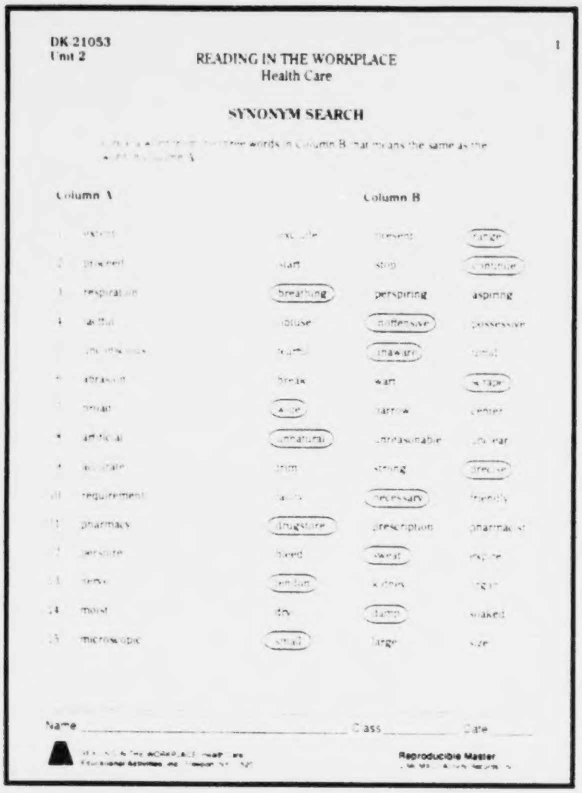

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Unit 2

1

READING IN THE WORKPLACE
Health Care

SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

Column A	Column B		
1. extent	exclude	present	[✓ range]
2. proceed	start	stop	[✓ continue]
3. respiration	[✓ breathing]	perspiring	aspiring
4. tactful	obtuse	[✓ inoffensive]	possessive
5. unconscious	found	[✓ unaware]	[illegible]
6. abrasion	break	wart	[✓ scrape]
7. broad	[✓ wide]	narrow	center
8. artificial	[✓ unnatural]	unreasonable	unclear
9. accurate	trim	strong	[✓ precise]
10. requirement	[illegible]	[✓ necessary]	friendly
11. pharmacy	[✓ drugstore]	prescription	pharmacist
12. perspire	bleed	[✓ sweat]	expire
13. [illegible]	[✓ tendon]	kidney	organ
14. moist	dry	[✓ damp]	soaked
15. microscopic	[✓ small]	large	size

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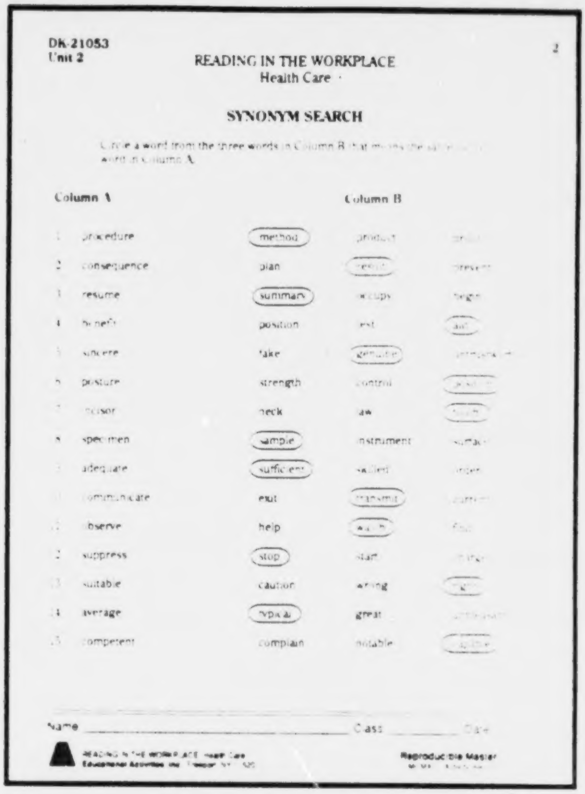

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READING IN THE WORKPLACE
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SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

Column A	Column B		
1. procedure	[✓ method]	product	[illegible]
2. consequence	plan	[✓ result]	present
3. resume	[✓ summary]	occupy	begin
4. benefit	position	rest	[✓ aid]
5. sincere	fake	[✓ genuine]	[illegible]
6. posture	strength	control	[✓ position]
7. incisor	neck	jaw	[✓ tooth]
8. specimen	[✓ sample]	instrument	surface
9. adequate	[✓ sufficient]	skilled	[illegible]
10. communicate	exit	[✓ transmit]	[illegible]
11. observe	help	[✓ watch]	find
12. suppress	[✓ stop]	start	[illegible]
13. suitable	caution	wrong	[✓ right]
14. average	[✓ typical]	great	[illegible]
15. competent	complain	notable	[✓ capable]

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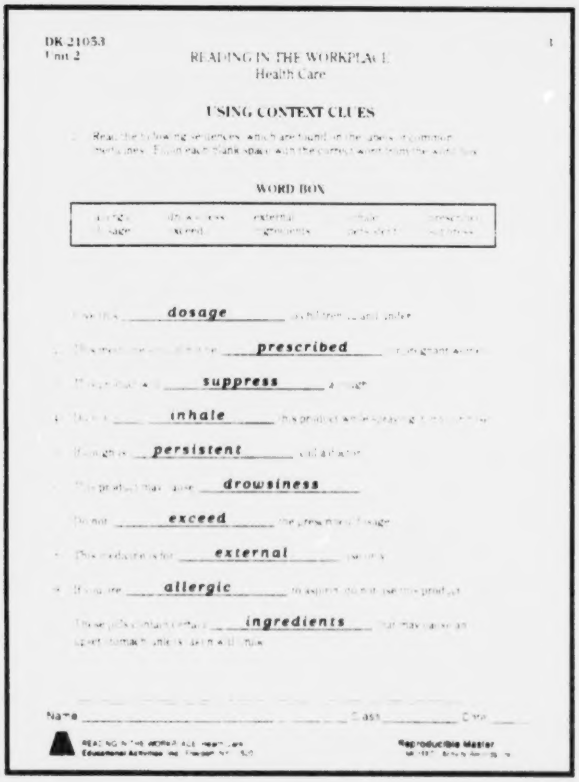

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3

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences, which are found on the labels of common medicines. Fill in each blank space with the correct word from the word box.

WORD BOX

allergic	drowsiness	external	inhale	prescribed
dosage	exceed	ingredients	persistent	suppress

1. Give this **dosage** to children 12 and under.
2. This medicine should not be **prescribed** for pregnant women.
3. This product will **suppress** a cough.
4. Do not **inhale** this product while spraying [illegible].
5. If cough is **persistent**, call a doctor.
6. This product may cause **drowsiness**.
7. Do not **exceed** the prescribed dosage.
8. This medicine is for **external** use only.
9. If you are **allergic** to aspirin, do not use this product.
10. These pills contain certain **ingredients** that may cause an upset stomach unless taken with milk.

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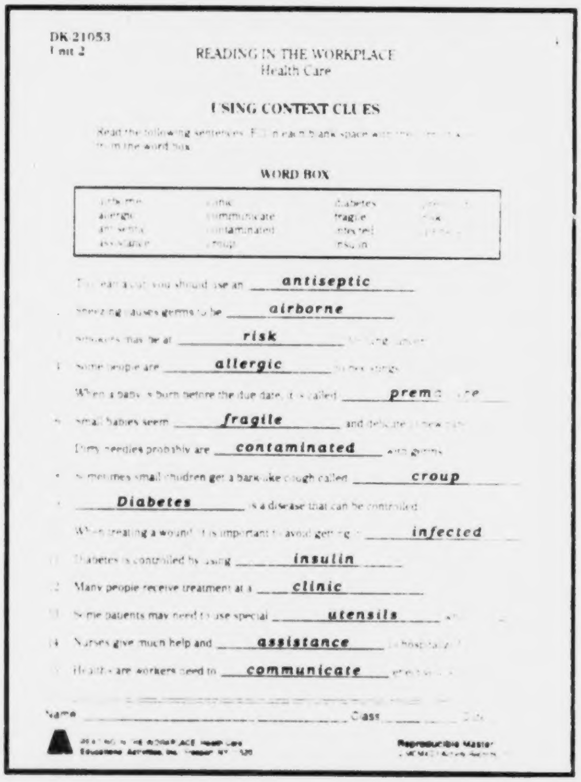

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4

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

airborne	clinic	diabetes	premature
allergic	communicate	fragile	risk
antiseptic	contaminated	infected	utensils
assistance	croup	insulin	

1. To clean a cut, you should use an **antiseptic**.
2. Sneezing causes germs to be **airborne**.
3. Smokers may be at **risk** for lung cancer.
4. Some people are **allergic** to bee stings.
5. When a baby is born before the due date, it is called **premature**.
6. Small babies seem **fragile** and delicate to new [illegible].
7. Dirty needles probably are **contaminated** with germs.
8. Sometimes small children get a bark-like cough called **croup**.
9. **Diabetes** is a disease that can be controlled.
10. When treating a wound, it is important to avoid getting it **infected**.
11. Diabetes is controlled by using **insulin**.
12. Many people receive treatment at a **clinic**.
13. Some patients may need to use special **utensils** [illegible].
14. Nurses give much help and **assistance** to hospitalized [illegible].
15. Health care workers need to **communicate** [illegible].

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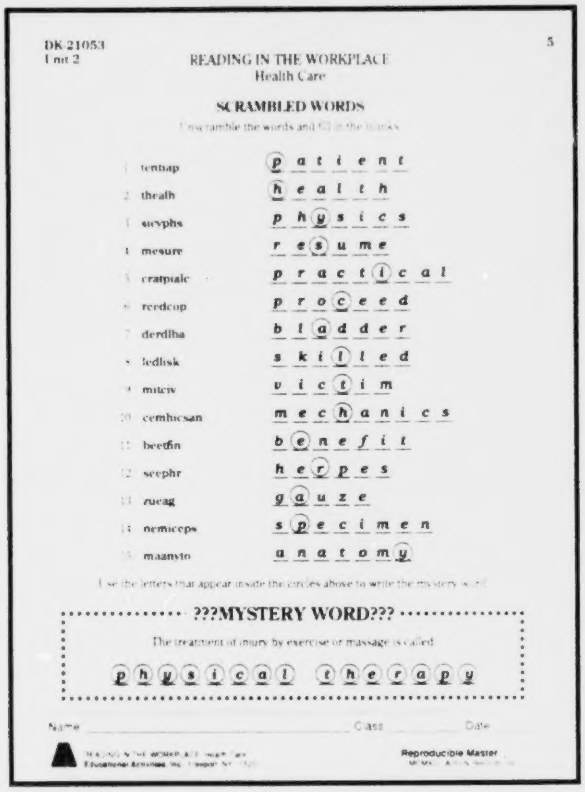

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5

READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. tentiap — patient
2. thealh — health
3. sicyphs — physics
4. mesure — resume
5. cratpiale — practical
6. reedcop — proceed
7. derdlba — bladder
8. ledlisk — skilled
9. miteiv — victim
10. cemhicsan — mechanics
11. beetfin — benefit
12. seephr — herpes
13. zueag — gauze
14. nemiceps — specimen
15. maanyto — anatomy

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The treatment of injury by exercise or massage is called

physical therapy

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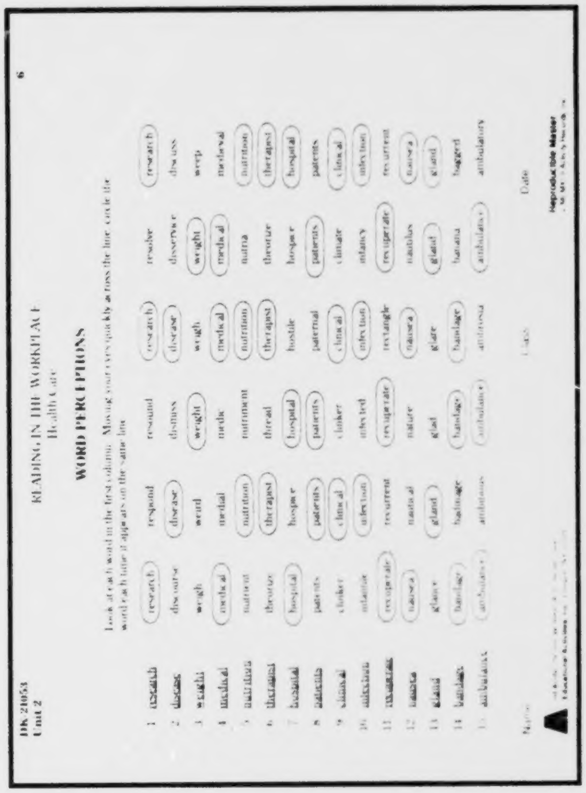

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6

READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1 research	[✓ research]	respond	resound	[✓ research]	resolve	[✓ research]
2 disease	discourse	[✓ disease]	dismiss	[✓ disease]	disservice	discuss
3 weight	weigh	weird	[✓ weight]	weigh	[✓ weight]	weep
4 medical	[✓ medical]	medial	medic	[✓ medical]	[✓ medical]	medieval
5 nutrition	nutrient	[✓ nutrition]	nutriment	[✓ nutrition]	nutria	[✓ nutrition]
6 therapist	theorize	[✓ therapist]	thread	[✓ therapist]	theorize	[✓ therapist]
7 hospital	[✓ hospital]	hospice	[✓ hospital]	hostile	hospice	[✓ hospital]
8 patients	patents	[✓ patients]	[✓ patients]	paternal	[✓ patients]	patents
9 clinical	clinker	[✓ clinical]	clinker	[✓ clinical]	climate	[✓ clinical]
10 infection	infantile	[✓ infection]	infected	[✓ infection]	infancy	[✓ infection]
11 recuperate	[✓ recuperate]	recurrent	[✓ recuperate]	rectangle	[✓ recuperate]	recurrent
12 nausea	[✓ nausea]	nautical	nature	[✓ nausea]	nautilus	[✓ nausea]
13 gland	glance	[✓ gland]	glad	glare	[✓ gland]	[✓ gland]
14 bandage	[✓ bandage]	badinage	[✓ bandage]	[✓ bandage]	banana	bagged
15 ambulance	[✓ ambulance]	ambitious	[✓ ambulance]	ambrosia	[✓ ambulance]	ambulatory

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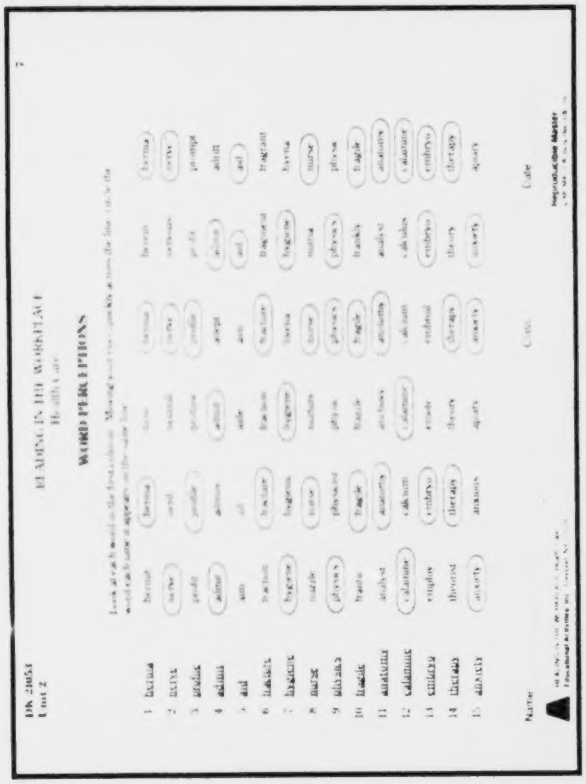

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7

READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1 hernia	hernat	[✓ hernia]	[illegible]	[✓ hernia]	herein	[✓ hernia]
2 nerve	[✓ nerve]	nerd	neutral	[✓ nerve]	nervous	[✓ nerve]
3 profile	profit	[✓ profile]	profane	[✓ profile]	profit	prompt
4 admit	[✓ admit]	admire	[✓ admit]	adept	[✓ admit]	adroit
5 aid	aim	aid	aide	aim	[✓ aid]	[✓ aid]
6 fracture	fraction	[✓ fracture]	fraction	[✓ fracture]	fragment	fragrant
7 hygiene	[✓ hygiene]	hygienic	[✓ hygiene]	hernia	[✓ hygiene]	hernia
8 nurse	nuzzle	[✓ nurse]	nurture	[✓ nurse]	nutria	[✓ nurse]
9 physics	[✓ physics]	physicist	physic	[✓ physics]	[✓ physics]	physical
10 fragile	frantic	[✓ fragile]	fracile	[✓ fragile]	frankly	[✓ fragile]
11 anatomy	analyst	[✓ anatomy]	anchors	[✓ anatomy]	analyst	[✓ anatomy]
12 calamine	[✓ calamine]	calcium	[✓ calamine]	calcium	calculus	[✓ calamine]
13 embryo	employ	[✓ embryo]	emote	embroil	[✓ embryo]	[✓ embryo]
14 therapy	theorist	[✓ therapy]	theory	[✓ therapy]	theory	[✓ therapy]
15 anxiety	[✓ anxiety]	anxious	apiary	[✓ anxiety]	[✓ anxiety]	apiary

Name ______ Class ______ Date ______

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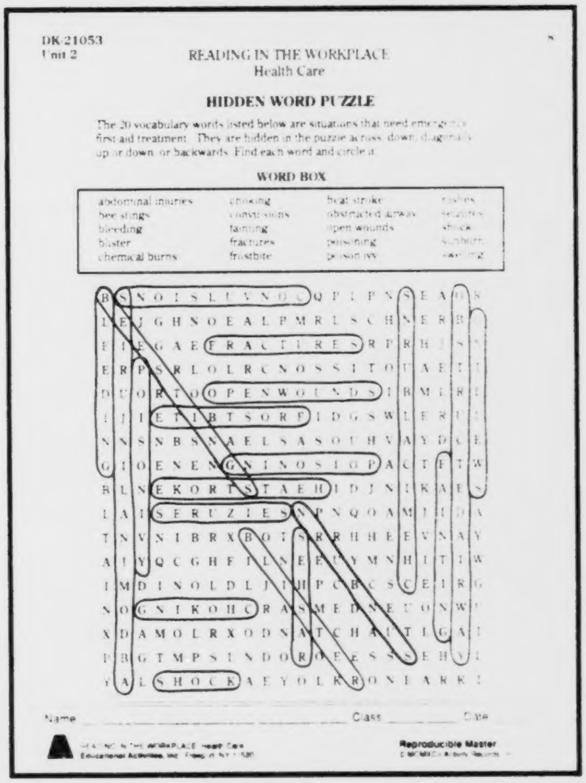

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8

READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 20 vocabulary words listed below are situations that need emergency first aid treatment. They are hidden in the puzzle across, down, diagonally, up or down, or backwards. Find each word and circle it.

WORD BOX

abdominal injuries
bee stings
bleeding
blister
chemical burns

choking
convulsions
fainting
fractures
frostbite

heat stroke
obstructed airway
open wounds
poisoning
poison ivy

rashes
seizures
shock
sunburn
swelling

Name ______ Class ______ Date ______

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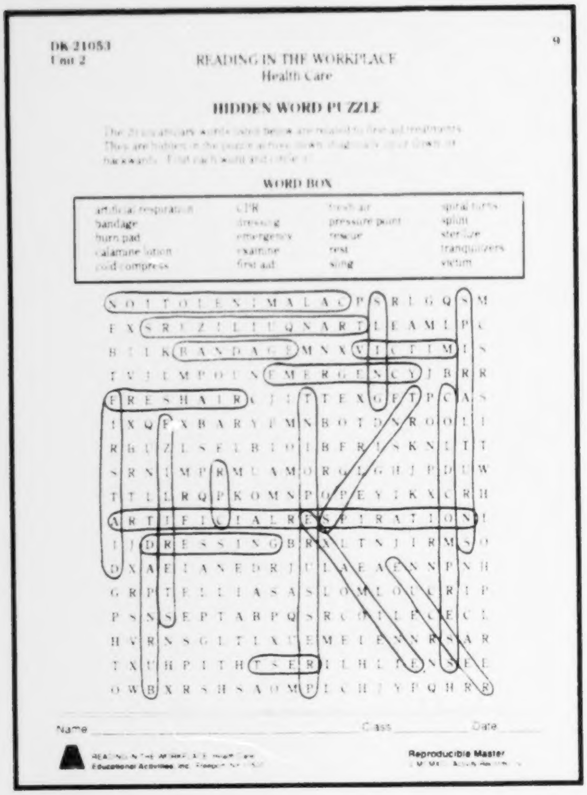

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9

READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 20 vocabulary words listed below are related to first aid treatments. They are hidden in the puzzle across, down, diagonally, up or down, or backwards. Find each word and circle it.

WORD BOX

artificial respiration
bandage
burn pad
calamine lotion
cold compress
CPR
dressing
emergency
examine
first aid
fresh air
pressure point
rescue
rest
sling
spiral turns
splint
sterilize
tranquilizers
victim

Name ______________ Class ________ Date ________

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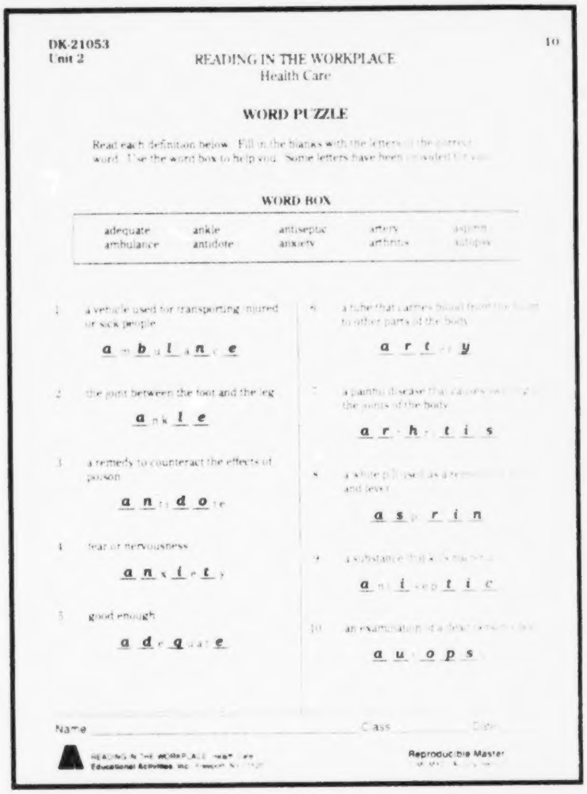

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10

READING IN THE WORKPLACE
Health Care

WORD PUZZLE

Read each definition below. Fill in the blanks with the letters of the correct word. Use the word box to help you. Some letters have been provided for you.

WORD BOX

adequate
ambulance
ankle
antidote
antiseptic
anxiety
artery
arthritis
aspirin
autopsy

1. a vehicle used for transporting injured or sick people

   a m b u l a n c e

2. the joint between the foot and the leg

   a n k l e

3. a remedy to counteract the effects of poison

   a n t i d o t e

4. fear or nervousness

   a n x i e t y

5. good enough

   a d e q u a t e

6. a tube that carries blood from the heart to other parts of the body

   a r t e r y

7. a painful disease that causes swelling of the joints of the body

   a r t h r i t i s

8. a white pill used as a remedy for pain and fever

   a s p i r i n

9. a substance that kills germs

   a n t i s e p t i c

10. an examination of a dead person's body

    a u t o p s y

Name ______________ Class ________ Date ________

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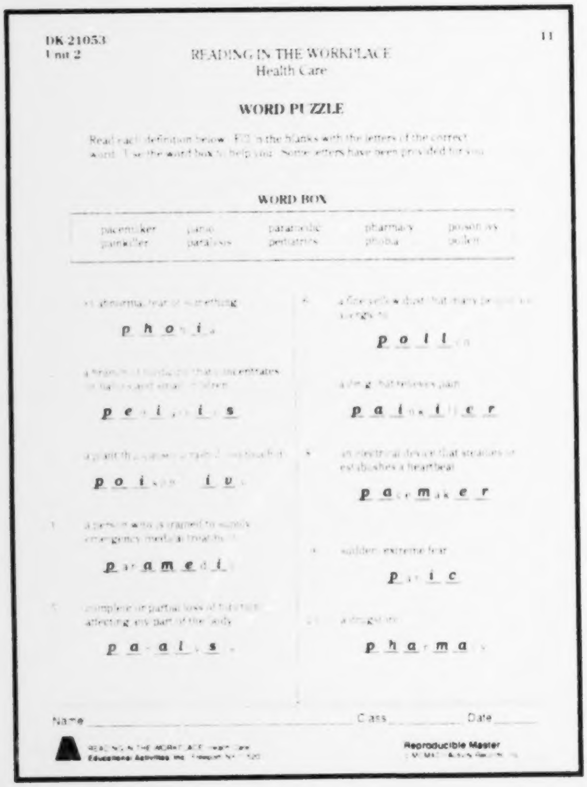

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11

READING IN THE WORKPLACE
Health Care

WORD PUZZLE

Read each definition below. Fill in the blanks with the letters of the correct word. Use the word box to help you. Some letters have been provided for you.

WORD BOX

pacemaker
painkiller
panic
paralysis
paramedic
pediatrics
pharmacy
phobia
poison ivy
pollen

1. an abnormal fear of something

   p h o b i a

2. a branch of medicine that concentrates on babies and small children

   p e d i a t r i c s

3. a plant that causes a rash if you touch it

   p o i s o n i v y

4. a person who is trained to supply emergency medical treatment

   p a r a m e d i c

5. complete or partial loss of function affecting any part of the body

   p a r a l y s i s

6. a fine yellow dust that many people are allergic to

   p o l l e n

7. a drug that relieves pain

   p a i n k i l l e r

8. an electrical device that steadies or establishes a heartbeat

   p a c e m a k e r

9. sudden, extreme fear

   p a n i c

10. a drugstore

    p h a r m a c y

Name ______________ Class ________ Date ________

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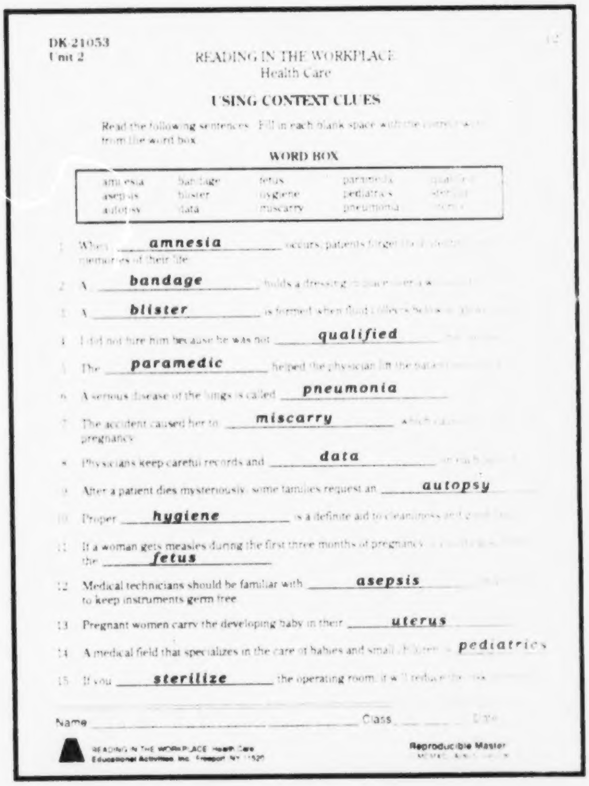

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Unit 2

12

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

amnesia
asepsis
autopsy
bandage
blister
data
fetus
hygiene
miscarry
paramedic
pediatrics
pneumonia
qualified
sterilize
uterus

1. When **amnesia** occurs, patients forget [illegible] memories of their life.
2. A **bandage** holds a dressing in place over a [illegible]
3. A **blister** is formed when fluid collects below [illegible]
4. I did not hire him because he was not **qualified** [illegible]
5. The **paramedic** helped the physician lift the patient [illegible]
6. A serious disease of the lungs is called **pneumonia**.
7. The accident caused her to **miscarry** which [illegible] pregnancy.
8. Physicians keep careful records and **data** on each [illegible]
9. After a patient dies mysteriously, some families request an **autopsy**.
10. Proper **hygiene** is a definite aid to cleanliness and good [illegible]
11. If a woman gets measles during the first three months of pregnancy [illegible] the **fetus**.
12. Medical technicians should be familiar with **asepsis** [illegible] to keep instruments germ free.
13. Pregnant women carry the developing baby in their **uterus**.
14. A medical field that specializes in the care of babies and small children is **pediatrics**
15. If you **sterilize** the operating room, it will reduce the risk [illegible]

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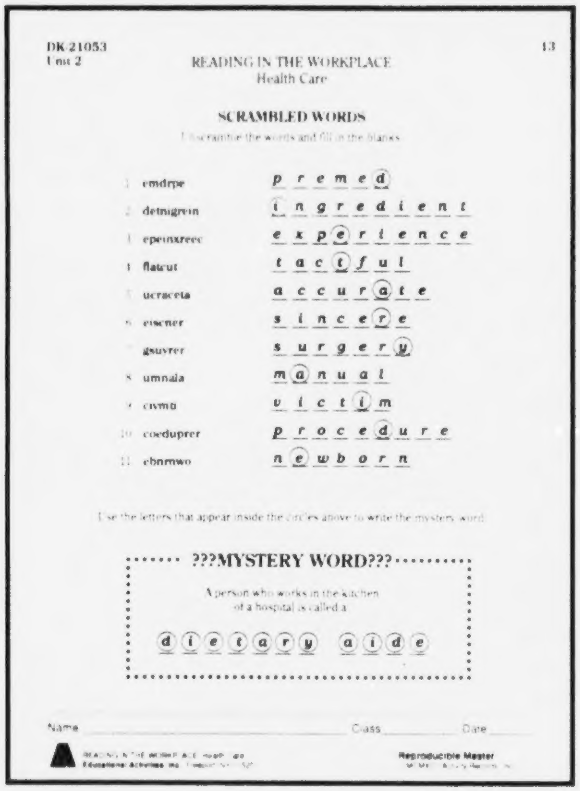

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Unit 2

13

READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks

1	emdrpe	p r e m e d
2	detnigrein	i n g r e d i e n t
3	epeinxreec	e x p e r i e n c e
4	flatcut	t a c t f u l
5	ucraceta	a c c u r a t e
6	eiscner	s i n c e r e
7	gsuvrer	s u r g e r y
8	umnala	m a n u a l
9	civmti	v i c t i m
10	coedupret	p r o c e d u r e
11	ebnrnwo	n e w b o r n

Use the letters that appear inside the circles above to write the mystery word

???MYSTERY WORD???

A person who works in the kitchen
of a hospital is called a

d i e t a r y   a i d e

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READING IN THE WORKPLACE: HEALTH CARE

Instructor generated study guides related to the 48 computer units.

Sweetwater Union High School District
Division of Adult & Continuing Education 1994

1 HOME HEALTH-CARE AIDES - STUDY GUIDE UNIT 1

Possible Points 30 _____

I. Fill in the blanks using the words below.

cost attention afford hired risen outlook home
belongings parents chronically surrounded burden specially

The need for _______________ health-care aides has grown. In fact, the need will become even greater in the years ahead. Home health-care aides are _______________ trained workers. They are _______________ by the family to help care for the needs of the elderly and the _______________ ill. Elderly people often need help taking care of their needs. These needs can be met by family members and the home health-care aide.

More and more adults are caring for their _______________ or other older family members at home. There are several reasons for this. One is the high _______________ of care in most health centers. The cost of care has _______________ in recent years. Most average-income families cannot _______________ that kind of care, because it places a heavy _______________ on the family budget.

Another reason for home health care is the _______________ that older people receive in their own home. For the most part, they are happier being near loved ones and relatives. They also have friends close by who can stop in for a visit. They are _______________ by their own _______________ All of these things help the elderly have a more positive _______________ on life.

II. Multiple choice.

_____ 1. The author develops the main idea by

a) stating that there is a growing need for home health care.
b) giving reasons why there is a growing need for home health-care aides.
c) telling why the elderly want to stay at home.
d) explaining the duties of a home health-care aide.

_____ 2. Home health-care aides are

a) graduates of a nursing program.
b) mostly women.
c) needed in many nursing homes.
d) specially trained people.

_____ 3. This article mentions that the need for home health-care aides will

a) change greatly.
b) decrease in the years ahead.
c) increase in the years ahead.
d) remain about the same.

_____ 4. The elderly who remain at home probably feel

a) neglected and poor.
b) secure and content.
c) happy and neglected.
d) healthy and concerned.

_____ 5. A positive outlook means that a person's outlook is

a) poor.
b) good.
c) selfish.
d) clear.

_____ 6. In this article, burden means

a) happy occasion.
b) easy task.
c) careful decision.
d) difficult responsibility.

III. Matching

_____ 1. hired	a. long-term
_____ 2. risen	b. bills
_____ 3. outlook	c. affirmative
_____ 4. burden	d. things you own
_____ 5. chronic	e. able to pay for
_____ 6. belongings	f. gone up
_____ 7. positive	g. given a job
_____ 8. afford	h. heavy responsibility
_____ 9. budget	i. future
_____ 10. adults	j. grown-ups

2 FIRST AID - STUDY GUIDE UNIT 1

Possible Points 35 _____

I. Fill in the blanks using the words below.

depend
expert
victim
information
panic
between
pressure
breathing
calm
stopped
trouble
trained
pertinent
leave
squad
dangerous
airway
safety
poison
severe

First aid is care that is given until an ______________ can take over. It can mean the difference ______________ life and death. If you must give first aid to someone, don't ______________ . Try to remain ______________ . First, think about what you must do for the ______________ . The treatment you provide will ______________ on the situation.

No matter what the ______________ is, let the right people know immediately. If you can't ______________ the victim, have someone else call the police or the rescue ______________ . Make sure that the right ______________ is given. The police or the rescue squad will need to know where you are, and what seems to be the problem. Whether you or someone else makes the call, don't hang up until the other party has all the ______________ information that is needed.

In dealing with first aid, there are four things that need care quickly. If the victim is in a ______________ situation, remove him or her to ______________ as fast as you can. Secondly, check to see if the victim is ______________ . If not, clear his or her ______________ . Begin CPR.

Next, look to see if the victim is bleeding. ______________ bleeding must be ______________ at once. Apply ______________ to the wound with a thick cloth. Finally, check for signs of poisoning. Look for a container near the victim. If need be, call a ______________ -control center for assistance. Work quickly and keep the victim warm and calm. A note of warning--only treat what you have been ______________ to treat.

II. Multiple choice.

_____ 1. The author develops the main idea by

a) explaining first aid.
b) warning the reader about giving treatment.
c) describing first-aid treatment for poisoning.
d) discussing some basic tips for first aid.

_____ 2. To stop severe bleeding,

a) cover the wound with a bandage.
b) tie a cloth tightly around the wound.
c) apply pressure to the wound.
d) raise the victim's feet.

_____ 3. Before calling a poison-control center,

a)look for a container near the victim.
b) pour some salt water into the victim's mouth.
c) make the victim vomit.
d) see if the victim can walk.

_____ 4. The author implies that the person giving first aid should

a) call the victim's family.
b) ask the victim to tell what happened.
c) observe and care for the victim until medical help arrives.
d) have a first-aid license.

_____ 5. In this article, the word pertinent means

a) unimportant.
b) important.
c) wise.
d) possible.

_____ 6. On page 1 of this article, victim refers to

a) an evil person.
b) a dangerous person.
c) an injured or ill person.
d) a foolish person.

III. Matching

_____ 1. severe	a. applied force
_____ 2. wound	b. taught
_____ 3. expert	c. lose control
_____ 4. calm	d. experienced person
_____ 5. panic	e. cardiopulmonary resuscitation
_____ 6. information	f. injury
_____ 7. pressure	g. very serious
_____ 8. trained	h. peaceful
_____ 9. CPR	i. data

3 FEEDING THE HELPLESS PATIENT - STUDY GUIDE UNIT 1

Possible Points 30 _____

I. Fill in the blanks using the words below.

experience
beverage
name
patient
refuses
tray
table
chin
uneasy
report
doctor's
helpless
straw
feed
diet
eaten
need
hands

Sometimes a health-care worker will ______________ to feed a ______________ patient. If you must do this, remember to act pleasant. Do not act hurried. If you do, the person may feel ______________. Eating should be an enjoyable ______________ for everyone.

Before bringing in the tray tell the ______________ what you are going to do. Clear the overbed ______________ of clutter. If it's not against the ______________ orders, raise the bed. Wash the patient's hands and then your ______________. Bring in the ______________ from the cart. Check to see that the tray contains the right ______________. The patient's ______________ card should be on the tray. If it isn't, check with the kitchen or the person in charge.

You are now ready to ______________ the patient. Open the napkin and put it under the patient's ______________. Cut the food into bite-sized pieces. Pour the ______________ into the proper container. Use a ______________ to give liquids.

As you feed the patient, talk about what you are doing. Alternate between types of food. Use the napkin to keep the mouth clean. When you are finished, make a note of what the patient has or has not ______________. If the patient ______________ to eat, be sure to ______________ it.

II. Multiple choice.

_____ 1. A good title for this article is

a) Feeding the Helpless Patient.
b) Mealtime.
c) Favorite Foods.
d) Preparing the Patient for Mealtime.

_____ 2. If a patient refuses to eat the food on the tray,

a) get the patient something else to eat.
b) report it to the proper person.
c) force the patient to eat.
d) give the food to someone else.

_____ 3. When feeding a helpless patient,

a) give sips of water between bites of food.
b) don't sit on the bed.
c) act pleasant and unhurried.
d) turn off the television.

_____ 4. You can infer from this article that

a) helpless patients are fed soft foods.
b) there are different kinds of hospital diets.
c) hospital food is tasteless.
d) mealtimes are pleasant.

_____ 5. Another word for uneasy, as used in this article, is

a) weird.
b) foolish.
c) difficult.
d) tense.

_____ 6. A helpless person is

a) unable to care for herself or himself.
b) close to death.
c) unloved and unwanted.
d) able to care for herself or himself.

III. Matching

_____ 1. uneasy

_____ 2. clutter

_____ 3. in charge

_____ 4. beverage

_____ 5. alternate

_____ 6. tasteless

a. responsible

b. go back and forth

c. bland

d. mess

e. drink

f. uncomfortable

4 HOSPITAL BED MAKING - STUDY GUIDE UNIT 1

Possible Points 30 _____

I. Fill in the blanks using the words below.

side rails
clean
privacy
remove
changed
screen
move
spread
covers
top
help
loosen
linens
fall
occupied
bedwheels
signal cord
well-being
change
hamper

Changing the ______________ on a hospital bed is a task done by a nurse aide. If the patient can get out of bed it is much easier to do. Making a bed with a patient in it takes more skill. This is called an ______________ bed. A well-made bed is essential to the patient's overall feeling of ______________ .

First, wash your hands. Next, tell the patient that you are there to ______________ his or her bed. Lock the ______________ so that the bed will not roll. Put the ______________ linens on a chair next to the bed. Pull the curtain or ______________ around the bed for ______________. Bring the bed to a working height.

______________ all the linens around the bed. Be sure not to shake the linens. That will ______________ germs. Remove all the ______________ except the top sheet. Place a clean sheet over the ______________ sheet. Carefully slide the dirty sheet from underneath it.

It is now time to ask the patient to ______________ towards you so that the bottom linens can be ______________. The patient may need your ______________. Pull up the ______________ ______________ so that he or she doesn't ______________ out of bed. Change the bottom linens on one side and then the other. Put all dirty linens in a ______________. Be sure to keep dirty linens away from your uniform. Put the bed back in position. Place the ______________ ______________ near the patient. Wash your hands and ______________ the hamper.

II. Multiple choice.

_____ 1. This article is mostly about

a) removing dirty linens.
b) making an occupied bed.
c) bed making.
d) making a closed bed.

_____ 2. After washing your hands the first time, the next thing you should do is

a) lock the bed into place.
b) put the dirty linens on the floor.
c) pull a curtain around the bed.
d) tell the patient what you are going to do.

_____ 3. Dirty linens should be placed

a) in a hamper.
b) in a basket.
c) on the floor.
d) outside of the door.

_____ 4. You can infer from this article that a patient's bed

a) offers both comfort and safety.
b) should only be changed at the patient's request.
c) needs two pillows.
d) should be changed twice a day.

_____ 5. In this article, the word task means

a) hardship.
b) duty.
c) errand.
d) test.

_____ 6. Something that is essential is

a) usual
b) necessary.
c) unnecessary.
d) perfect.

III. Matching

_____ 1. covers a. being used

_____ 2. screen b. security

_____ 3. occupied c. curtain

_____ 4. well-being d. linens

5 APPEARANCE - STUDY GUIDE UNIT 1

Possible Points 25 _____

I. Fill in the blanks using the words below.

pride
polished
field
hygiene
fresh
untidy
wrinkled
odors
rips
mended
spots
prevent
personal
appearance

Taking _____________ in how you look is important in the health _____________. People don't want an _____________ person taking care of them. Not only is a worker's _____________ important to the patient, but it helps to _____________ the spread of germs.

Clothing, such as uniforms, should always look fresh. Wrinkled clothing with dirty spots does not look clean. _____________ should be removed. Uniforms need to be pressed if they are _____________. _____________ and splits in seams need to be _____________. Lost buttons should be replaced. Shoes should fit properly and be _____________ often.

Preventing offensive _____________ is a must. Bathing often and brushing your teeth thoroughly will help to prevent bad odors. Deodorant will keep you smelling _____________ all day. Clean hair that is nicely styled will help to round out a nice _____________ appearance.

Good personal _____________ tells a lot about a person. It helps patients feel better knowing that the people taking care of them take pride in how they look and in their jobs as health-care workers.

II. Multiple choice.

_____ 1. This article is mostly about a health worker's

a)salary.
b) shoes.
c) uniforms.
d) personal cleanliness.

_____ 2. Bad body odors can be prevented by all of the following except

a) using perfume.
b) brushing your teeth.
c) taking a bath.
d) using deodorant.

_____ 3. According to this article, an example of poor grooming is

a) clean hair.
b) wearing perfume.
c) white tennis shoes.
d) a wrinkled uniform.

_____ 4. From this article, you can infer that

a) smoking cigarettes causes bad breath.
b) health-care workers are not clean.
c) germs can be spread in many ways.
d) jewelry should be limited to a watch and a wedding ring.

_____ 5. Untidy refers to a person who is

a) neat.
b) evil.
c) sloppy.
d) poor.

_____ 6. An offensive odor refers to something that

a) is old.
b) smells bad.
c) smells good.
d) is new.

III. Matching

_____ 1. wrinkled

_____ 2. rips

_____ 3. mended

_____ 4. pride

_____ 5. offensive

a. sewn

b. obnoxious

c. tears

d. not smooth

e. self-respect

6 HOME HEALTH-CARE AIDES RESPONSIBILITIES
STUDY GUIDE UNIT 1

Possible Points 30 _____

I. Fill in the blanks using the words below.

dressings chores injury services preparing illness condition
children move train breathing duties homes disabled
surgery

A home health-care aide takes care of people who are sick or _______________. This allows the patients to live in their own _______________. Many home health-care aides work with older people. Some home health-care aides work with families where small _______________ need care. They provide home-management _______________, personal care, and emotional support for people.

The _______________ of a home health-care aide vary. People recuperating from major _____________ may need care. People suffering from a chronic _______________ may need help several times a week. Home health-care aides may do light housekeeping _______________. They may also have home-management duties, such as planning meals, shopping for food, and _______________ meals.

Personal care includes helping people take baths or wash their hair. A home health-care aide may help people _______________ from their bed to a chair or into another room. Home health-care aides also check pulse and _______________. They may have to change _______________ and help with exercises.

Home health-care aides may also provide instruction and support. They may work with families to _______________ them to help the injured or ill person. Home health-care aides also provide support and understanding, which may be greatly needed to help the person and the family deal with the _______________ or _______________.

II. Multiple choice.

_____ 1. The main idea of this article is to

a) describe home health-care aides.
b) describe the duties of a home health-care aide.
c) discuss the training needed to become a home health-care aide.
d) define the home-management duties of a home health-care aide.

_____ 2. According to this article, a home health-care aide allows many people who would normally be in a hospital to

a) recover from their illness or injury more quickly.
b) live at home with their families.
c) be worry-free about their homes or pets.
d) get together with other people suffering from the same illness or injury.

_____ 3. Home health-care aides do not assist people with

a) taking their medicine.
b) cleaning themselves.
c) moving around.
d) changing dressings.

_____ 4. You can infer from this article that home health-care aides may work

a) twice a month.
b) every day.
c) once a month.
d) once a week.

_____ 5. When you recuperate from something, you

a) get better.
b) get worse.
c) get sick.
d) die.

_____ 6. Something that is chronic

a) is long and drawn out.
b) never comes back.
c) is hardly ever with you.
d) is short and quick.

III. Matching

_____ 1. aide
_____ 2. surgery
_____ 3. deal with
_____ 4. infer
_____ 5. recuperate
_____ 6. chores
_____ 7. chronic
_____ 8. dressings
_____ 9. emotions

a. bandages
b. long, drawn out
c. duties
d. conclude
e. helper
f. operation
g. feelings
h. get better
i. handle

7 BURNS - STUDY GUIDE UNIT 1

Possible Points 30 _____

I. Fill in the blanks using the words below.

severe
burn
caused
swollen
blister
endings
swelling
radiation
underlying
contact
common
layers
discolored
immersion
degree

A _______________ can be _______________ by heat or fire. It can also be caused by chemicals, _______________, or electricity. Burns can be grouped as first degree, second _______________, and third degree.

A first-degree burn is the least _______________. The skin becomes red or _______________. The victim will feel pain. There may be mild _______________. _______________ causes of first-degree burns include too much sun or brief _______________ with hot objects.

Second-degree burns usually cause injury to the outer layer of the skin. A _______________ forms, and the skin is red and _______________. The surface of the skin may appear to be wet. There is much pain. Some frequent causes of second-degree burns are sun lamps, contact with hot liquids, and burns from fires.

Third-degree burns are the most severe types of burns. They involve injury to all _______________ of the skin. There is also damage to the _______________ tissues. The burned area can have a white appearance. If the nerve _______________ have been destroyed, the victim may not feel a lot of pain. Some of the causes of third-degree burns are fires, electricity, and _______________ in hot liquids.

II. Multiple choice.

_____ 1. This article was written to

a) define a burn.
b) list the causes of burns.
c) explain the different kinds of burns.
d) describe first-aid treatment for burns.

_____ 2. One of the signs of a second-degree burn is

a) the skin is discolored.
b) the burned area appears white.
c) an injury to the outer layer of skin.
d) nerve endings are frequently destroyed.

_____ 3. A first-degree burn can be caused by

a) electricity.
b) using a sun lamp too much.
c) too much sun.
d) fire.

_____ 4. You can infer from this article that

a) the higher the degree of burn, the more damage caused.
b) burns should never be treated with grease or butter.
c) no matter how mild the burn is, you should receive medical treatment.
d) the lower the degree of burn, the more damage caused.

_____ 5. Another word for severe, as used in this article, is

a) cold.
b) sharp.
c) strict.
d) serious.

_____ 6. In this article, to immerse means to

a) take off.
b) put into.
c) set on top.
d) take out.

III. Matching

_____ 1. underlying
_____ 2. degree
_____ 3. contact
_____ 4. immersion
_____ 5. severe
_____ 6. layers
_____ 7. frequently
_____ 8. discolored
_____ 9. blister

a. change shade
b. thickness
c. often
d. raised area
e. intensity
f. beneath the surface
g. dipped into
h. touch
i. very serious

8 AIDS - STUDY GUIDE UNIT 1

Possible Points 30 _____

I. Fill in the blanks using the words below.

immune
victims
cure
breaks
defense
tragic
injecting
avoiding
infection
contact
death
crisis
diseases
spread
transfusions

AIDS is a feared and _______________ disease that affects the people of every country in the world. It is because the _______________ of AIDS suffer from many painful _______________, and very often, a terrible death. There is no _______________ at present. Health experts have warned about this growing _______________. People need to learn the facts about AIDS.

AIDS stands for Acquired Immune Deficiency Syndrome. It is a disease that _______________ down the _______________ system, which is the body's natural _______________ system. Without the immune system, a person's body cannot fight _______________ and deadly diseases, such as Cancer. That is why people with AIDS get so many life-threatening diseases. It is these diseases that people fear the most, because they usually cause the suffering and _______________ of AIDS patients.

However, it is not easy to get AIDS. You cannot get AIDS by hugging someone or because an infected person sneezed. AIDS is spread by sexual _______________, by sharing needles for _______________ drugs, or by blood _______________. AIDS is a threat if risks are taken. _______________ the kinds of behavior that lead to AIDS may be one way of stopping the _______________ of the disease. While scientists search for a cure, education is the best defense.

II. Multiple choice.

_____ 1. This article supports the main idea that

a) people should support AIDS research.
b) people should learn about AIDS.
c) people can get AIDS by sharing needles.
d) AIDS has many causes.

_____ 2. You can get AIDS

a) if an infected person sneezes near you.
b) by hugging someone.
c) by casual contact.
d) by sexual contact.

_____ 3. According to this article, AIDS is feared because

a) you may lose your job.
b) reduce risk.
c) you can get other painful diseases if you have AIDS.
d) medical insurance does not cover AIDS treatment.

_____ 4. This article suggests that knowing the facts about AIDS may

a) speed testing.
b) reduce risk.
c) spread panic.
d) stop transfusions.

_____ 5. If something is life-threatening, it could be

a) special.
b) strong.
c) deadly.
d) safe.

_____ 6. In this article, a defense system

a) protects the body.
b) hurts the body.
c) controls the body.
d) twists the body.

III. Matching

_____ 1. contact	a. very sad
_____ 2. breaks down	b. very serious situation
_____ 3. risks	c. transferred through a vein
_____ 4. tragic	d. enduring pain
_____ 5. victim	e. touch
_____ 6. behavior	f. dangers, perils
_____ 7. crisis	g. weakens
_____ 8. suffering	h. person injured or ill
_____ 9. transfusions	i. conduct

1 SAFETY - STUDY GUIDE UNIT 2

Possible Points 30 _____

I. Fill in the blanks using the words below.

charge nurse
environment
consequences
entire
spills
prevent
hazards
clutter
cause
mopped
safety
replaced
deal
precautions

______________ in hospitals and nursing homes is a ______________ for concern. It is easier to ______________ an accident than to handle the ______________ after it happens. A good health-care worker will be on the alert for safety ______________ at all times. Safety is everyone's business. It protects the patients, their visitors, and the ______________ nursing staff. A great ______________ of money and lives could be saved each year if more ______________ were taken against unsafe conditions.

Some of the things to watch for are burned-out light bulbs. Burned-out light bulbs should be ______________ quickly. Floors need to be ______________ as often as necessary. ______________ or wet spots can cause a person to slip and fall. Hallways, steps, and floors should be kept free of ______________. If a glass breaks, it should be swept up right away.

Common sense is an important ingredient in creating a safe ______________. Sometimes it is the little things, such as a pencil on the floor, that will cause a serious accident. All safety hazards, regardless of how small, need to be reported to the ______________ or the person responsible for the hospital or nursing home.

II. Multiple choice.

_____ 1. This article is mainly about

a) safety.
b) preventing accidents and injuries in health-care facilities.
c) reporting safety hazards.
d) unsafe situations.

_____ 2. Safety hazards should be reported to

a) any nurse.
b) the patient.
c) a janitor.
d) the person in charge.

_____ 3. If a glass breaks, you should

a) fill out a safety report.
b) sweep up the pieces.
c) call the janitor.
d) pick up the pieces carefully.

_____ 4. You can infer from this article that accidents can be caused by all of the following except

a) scissors.
b) a thermometer.
c) a paper clip.
d) dust.

_____ 5. The word hazards is used to describe things that are

a) harmless.
b) fatal.
c) sloppy.
d) dangerous.

_____ 6. Another word for precautions is

a) orders.
b) claims.
c) safeguards.
d) problems.

III. Matching

_____ 1. precautions	a. whole
_____ 2. environment	b. reason
_____ 3. entire	c. lose balance
_____ 4. hazard	d. results
_____ 5. cause	e. put back
_____ 6. concern	f. safeguards
_____ 7. consequences	g. worry
_____ 8. replaced	h. surroundings
_____ 9. slip	i. danger

2 ROUTINES - STUDY GUIDE UNIT 2

Possible Points 30 ______

I. Fill in the blanks using the words below.

routine
visitors
admitted
temperature
respiration
TPR
staff
discharged
changed
throughout
medications
physical therapy
treatments
removed
pulse

The daily nursing routine in a hospital usually begins at 7 A.M. The nurses and aides begin the day by taking patients' ______________, ______________, and ______________. This is known as ______________. As soon as this is accomplished, they get the patients ready for breakfast. Soon after the breakfast trays are ______________, it is bath time. Following bath time, rooms are cleaned and beds are ____________.

During the morning hours, most of the ______________ are done. This is usually the time when the doctors make their rounds. If a patient is going to be ______________, it is usually in the morning. Taking x-rays, giving medication, and doing _____________ _ ______________ take place all day long.

After lunch is served, visiting hours begin in most hospitals. Often, new patients are _____________ in the early afternoon. At about 3 P.M., a change in the nursing ______________ takes place.

The evening hours begin with dinner. TPR's are taken again. In most hospitals, the ______________ are asked to leave between 8 P.M. and 9 P.M. This gives the nursing staff time to prepare their patients for another night of rest. The nurses and aides who arrive for work at 3 P.M. are replaced by the last shift of the day at 11 P.M. Only necessary treatments and ______________ are given ______________ the night. In a few short hours, the daily ______________ begins again.

II. Multiple choice.

_____ 1. In this article, the author is trying to describe

a) hospital routines.
b) early morning and bedtime care.
c) nurses' reports.
d) daily nursing routines in a hospital.

_____ 2. According to this article, most treatments are done

a) in the morning.
b) immediately after breakfast.
c) in the early afternoon.
d) after the doctors make their rounds.

_____ 3. The morning routine begins by

a) serving breakfast.
b) changing beds.
c) giving baths.
d) taking TPR's

_____ 4. According to this article, a routine x-ray probably would not be done

a) after 11 P.M. or before 7 A.M.
b) during breakfast hours.
c) after 12 P.M.
d) during visiting hours.

_____ 5. The word discharged is used in this article to describe a patient who is

a) going for treatment.
b) being replaced.
c) going home.
d) being taken in.

_____ 6. In this article, the word routine could best be replaced by

a) notice.
b) example.
c) courtesy.
d) procedure.

III. Matching

_____ 1. routine
_____ 2. throughout
_____ 3. removed
_____ 4. discharged
_____ 5. rounds
_____ 6. admitted
_____ 7. pulse
_____ 8. accomplished
_____ 9. treatments

a. finished
b. released
c. heartbeat
d. entered
e. therapies
f. procedure
g. patient checks
h. taken away
i. continuously

3 GOOD BODY MECHANICS - STUDY GUIDE UNIT 2

Possible Points 25 _____

I. Fill in the blanks using the words below.

strength
bending
waist
balance
fatigue
twisting
weight
knees
strain
broad

Body mechanics refers to the way the body moves and keeps its ______________. At the same time, the body makes efficient use of all its parts. To prevent injury, the health-care worker should observe good body mechanics. This will help the worker to avoid ______________ and keep muscle ______________.

There are several basic rules of good body mechanics. The health-care worker should keep a ______________ base of support while moving a patient. Bend from the hips and ______________ to get close to something. Do not bend from the ______________. The strongest muscles should be used to do a job.

The ______________ of the body should be used to help push or pull an object. Heavy objects should be carried close to the body. Avoid ______________ the body when working. Finally, avoid ______________ for a long period of time.

There are many reasons to use good body mechanics. Muscles work best when they are used in the right way. This makes it easier to lift, pull, or push. Good body mechanics can also prevent ______________ and strain. It can also prevent injury to the health-care worker.

II. Multiple choice.

_____ 1. The main idea of this article is

a) to explain the types of injuries you can get if you don't develop good body mechanics.
b) to point out the reasons why good body mechanics should be used.
c) body mechanics.
d) to explain about good body mechanics.

_____ 2. Good body mechanics includes all of the following except

a) bending from the hips and knees.
b) using the strongest muscles.
c) bending from the waist.
d) using the weight of the body.

_____ 3. According to this article, good body mechanics can

a) increase the amount of injuries on the job.
b) prevent injury to the health-care worker.
c) develop weaker muscles that do not get used often.
d) get the health-care worker into good physical shape.

_____ 4. You can infer from this article that twisting the body while working can

a) give the worker added strength.
b) help workers in their job performance.
c) cause injury.
d) lessen strain and back pain.

_____ 5. Another word for efficient, as used in this article, is

a) longest.
b) best.
c) strongest.
d) worst.

_____ 6. In this article, fatigue refers to becoming

a) lazy.
b) tired.
c) sick.
d) sore.

III. Matching

_____ 1. fatigue
_____ 2. broad
_____ 3. efficient
_____ 4. strain
_____ 5. bending
_____ 6. mechanics
_____ 7. twisting
_____ 8. balance
_____ 9. muscles

a. leaning down
b. body tissues
c. movements
d. equal weight
e. weariness
f. overexert
g. back and forth movement
h. no waste
i. wide

4 HEALTH-CARE WORKERS - STUDY GUIDE UNIT 2

Possible Points 30 ______

I. Fill in the blanks using the words below.

types
infants
injury
tactful
mistakes
adapt
sciences
adults
mistake
requirements
background
school
corrected
working
ages

Although there are many different careers in health care, they all have certain common ______________.

A person going into health care should have a strong ______________ in the ______________. The person also should have taken basic math courses as well as English courses. This helps to improve reading, writing, and speaking.

Health-care workers may care for persons of all ______________. This includes newborn ______________ and elderly ______________. Health-care workers should have a sincere interest in ______________ with people. It is important to be able to work with all ______________ of people. Health-care workers should be both patient and ______________ when caring for people. They also should be good listeners. It is very important for health-care workers to get along with others.

Health-care workers must be accurate and honest. They are dealing with human lives. One ______________ could lead to serious ______________ or death. Health-care workers must admit their ______________ so that they can be ______________.

Health-care workers also must be willing to ______________ to change. Research and new inventions can bring about changes in techniques and procedures. This may mean going back to ______________, to become proficient in these changes.

II. Multiple choice.

_____ 1. The purpose of this article is to

a) discuss health-care workers.
b) describe the personal appearance of health-care workers.
c) list some of the high school courses that health-care workers should have taken.
d) explain some of the common characteristics that all health-care workers should have.

_____ 2. According to this article, health-care workers should have

a) at least a high school education.
b) a clean and neat appearance.
c) an appearance that shows confidence.
d) a sincere interest in working with people.

_____ 3. The job of a health-care worker can sometimes change due to

a) research and evaluations.
b) education and inspections.
c) research and inventions.
d) inspections and evaluations.

_____ 4. You can infer from this article that health-care workers must be

a) aware of the rules of the agency they are working for.
b) very knowledgeable of scientific practices.
c) reliable and trustworthy.
d) physically strong to lift certain people.

_____ 5. When you adapt to something, you

a) join with it.
b) study with it.
c) practice it.
d) fit in with it.

_____ 6. When you become proficient in something, you are

a) careful.
b) unskilled.
c) skilled.
d) confused.

III. Matching

_____ 1. adapt
_____ 2. appearance
_____ 3. mistakes
_____ 4. research
_____ 5. proficient
_____ 6. characteristics
_____ 7. admit
_____ 8. accurate
_____ 9. tactful

a. saying the right thing
b. traits
c. exact
d. skilled
e. own up to
f. adjust to
g. errors
h. study closely
i. the way one looks

5 CPR - STUDY GUIDE UNIT 2

Possible Points 21 _____

I. Fill in the blanks using the words below.

support	practical	not	dummy	circulation	airway	restore
focus	cardiac	unconscious				

CPR, or cardiopulmanary rescusitation is used to ______________ breathing in an unconscious person. When a victim is ______________, check to see if the victim is still breathing, also check to see if the heart is still beating. CPR uses artificial respiration and artificial circulation. CPR is used when the heart is ______________ beating.

People must be trained before they can give CPR. This training prepares people to recognize ______________ arrest. This training also allows people to practice CPR both individually and as part of a team.

CPR training includes videos to show people how to do CPR. People practice doing CPR on a ______________. While they are giving CPR, the instructor tells them what they are doing wrong.

There are three things to ______________ on while doing CPR. First, the victim's ______________ must be opened. Then, breathing must be restored. Finally, ______________ also must be restored.

To become certified to perform CPR, people must pass a written test. There is also a ______________ that must be passed. Only then can someone become certified in basic CPR. Professionals, such as hospital workers, are required to do even more for their certification in basic life ______________.

II. Multiple choice.

_____ 1. This article mainly discusses

a) CPR.
b) CPR and the training involved.
c) that CPR should be given to a victim when his or her heart is not beating.
d) how a person should give CPR.

_____ 2. According to this article, CPR training

a) is very expensive.
b) is something every person should have.
c) takes several months to complete.
d) prepares people to recognize cardiac arrest.

_____ 3. All of the following are involved in CPR except

a) the airway.
b) breathing.
c) the brain.
d) circulation.

_____ 4. You can conclude from this article that CPR

a) is required for all hospital personnel.
b) in not taught properly in many cases.
c) training should not be as involved as it is.
d) is very involved and can save a person's life.

_____ 5. An instructor is someone who

a) learns.
b) yells.
c) teaches.
d) challenges.

_____ 6. When something is restored, it is

a) made larger.
b) stopped.
c) brought back.
d) moved.

III. Matching

_____ 1. airway

_____ 2. restore

_____ 3. dummy

_____ 4. cardiac

_____ 5. arrest

a. revive

b. stop

c. heart

d. passageway

e. artificial person

6 GIVING A SHAMPOO - STUDY GUIDE UNIT 2

Possible Points 22 _____

I. Fill in the blanks using the words below.

scalp **fluid** **disposable** **tangled** **approval** **gathered**
method **excess** **thermometer**

Sometimes a health-care aide will need to give a shampoo to a bed patient. There are two methods that can be used. One is a _______________ dry cleaner. It is easy to use, and it leaves a patient's hair looking very nice. The other _______________ is a regular shampoo. A regular shampoo usually requires the doctor's _______________.

If a regular shampoo is given, certain materials must be _______________. You will need a comb, towels, shampoo, a bath blanket, a pitcher, and a bath _______________. A plastic sheet and _______________ bed protectors are also needed. Sometimes a patient's hair is _______________. If it is, you might need some petroleum jelly to remove the tangles. If the patient's hair is quite oily, alcohol can be used to remove the _______________ oil.

Once everything is ready, proceed with the shampoo. Make sure that you do not get the bed wet. Also, be very careful not to pull the patient's hair, scratch the patient's _______________, or get shampoo into the patient's eyes. Special care must be given to keep the patient warm so he or she will not be cold.

II. Multiple choice.

_____ 1. The purpose of this article is to tell you how to

a) give daily hair care.
b) remove tangles from the hair.
c) give a bed shampoo.
d) shampoo hair.

_____ 2. If the patient's hair is tangled, use

a) baby oil.
b) petroleum jelly.
c) tangle-free shampoo.
d) alcohol.

_____ 3. According to this article, all of the following items are needed for giving a bed shampoo except a

a) plastic sheet.
b) pitcher.
c) comb.
d) mirror

_____ 4. From the information in the article, you can conclude that it is important to

a) shampoo the patient's hair often.
b) be very gentle when giving a bed shampoo.
c) explain to the patient what you are going to do.
d) use a gentle shampoo.

_____ 5. In this article, the word excess is used to mean

a) not very much.
b) more than usual.
c) about normal.
d) a small amount.

_____ 6. Disposable refers to something that can be

a) put in place.
b) used again.
c) gotten along without.
d) thrown away.

III. Matching

_____ 1. scalp
_____ 2. tangled
_____ 3. fluid
_____ 4. disposable
_____ 5. excess
_____ 6. approval
_____ 7. gathered

a. overamount
b. liquid
c. assembled
d. OK
e. skin on head
f. thrown away
g. twisted

7 COMMUNICATING WITH PATIENTS - STUDY GUIDE UNIT 2

Possible Points 30 _____

I. Fill in the blanks using the words below.

lie
fact
avoid
naturally
genuine
injured
basic
felt
concerns
skills
listening
concentrate
advice
communicate
face

The ability to ______________ with patients is one of the most important ______________ in any health field. Communicating involves many other skills, such as using adequate vocabulary, speaking clearly, ______________, and observing. In addition, you must show the patient that you want to help by having a ______________ concern for patient needs.

One of the most ______________ skills is knowing how to listen. You should position yourself at the patient's level. ______________ the patient and lean forward a little. By sitting this way, you let the patient know how important his or her ______________ are to you. Listen with interest to what the patient is saying. Do not let your mind wander. Try to ______________.

Speak to the patient ______________. Think of the patient as a friend. If you have ever been ill or ______________, try to remember how it ______________. Put yourself in the patient's position. If needed, offer sincere and thoughtful reassurance based only on ______________.

Do not ______________ to the patient, but be honest. Think before you say anything and listen while you speak. The ______________ you give may help ______________ difficulties when communicating with patients.

II. Multiple choice.

_____ 1. The main idea of paragraph 2 is how to

a) listen effectively to patients.
b) effectively observe patients.
c) communicate with patients.
d) concentrate on patients.

_____ 2. The article mentions that one way to better understand a patient is to

a) try to remember how you felt being ill.
b) read the patient's chart.
c) talk to the patient's family.
d) try to reason away a patient's fears.

_____ 3. According to this article, communicating involves all of the following except

a) observing.
b) listening.
c) speaking clearly.
d) writing.

_____ 4. This article suggests that

a) hospitals ignore patient needs.
b) patients are unpredictable.
c) simple actions have far-reaching effects.
d) patients are difficult to control.

_____ 5. In this article, genuine means

a) unpleasant.
b) clever.
c) honest.
d) false.

_____ 6. Reassurance means

a) respect.
b) advice.
c) confidence.
d) purpose.

III. Matching

_____ 1. genuine
_____ 2. concerns
_____ 3. avoid
_____ 4. reassurance
_____ 5. observing
_____ 6. face
_____ 7. wander
_____ 8. basic skills
_____ 9. advice

a. look at directly
b. watching
c. speaking, listening
d. suggestion
e. honest
f. problems
g. stray away
h. stay away from
i. confidence

8 PHYSICAL THERAPY - STUDY GUIDE UNIT 2

Possible Points 25 _____

I. Fill in the blanks using the words below.

treatments
massage
sciences
damage
vary
plentiful
field
circulation
bones
rehabilitated

One up-and-coming ______________ in health care is physical therapy. Jobs in this field are ______________ all over the country. A physical therapist may be employed in hospitals, clinics, or nursing homes. Starting salaries may ______________. Physical therapists work regular daytime hours with little night duty.

Physical therapists are highly skilled. Their education and training is strong in the ______________ . To become licensed, all physical therapists must pass an examination in their state. Physical therapists must study biology, chemistry, physiology, and human anatomy, just to name a few.

A great deal of knowledge about the human anatomy is important. Physical therapists must decide the extent of ______________ to muscles, nerves, joints, or ______________ . These areas are often injured by accident or disease. The physical therapists must design and carry out many different ______________ , such as exercise programs for strengthening weakened muscles.

Other treatments include heat or cold packs and ______________ to improve ______________ . Many people have been ______________ to normal body movements, thanks to expert physical therapy.

II. Multiple choice.

_____ 1. This article mainly describes

a) physical therapy.
b) the education and duties of a physical therapist.
c) types of physical therapy treatments.
d) private physical therapy practices.

_____ 2. One reason why physical therapy is an up-and-coming field is

a) starting salaries are high.
b) physical therapists are intelligent.
c) employees receive many benefits.
d) jobs are plentiful all over the country.

_____ 3. This article mentions that in order to become licensed, all physical therapists must pass

a) a state examination.
b) a high school examination.
c) a medical school examination.
d) human anatomy examination.

_____ 4. Evidence from this article suggests that physical therapists probably are

a) highly trained experts.
b) trained to make moral decisions.
c) overworked and exhausted.
d) rude and unfeeling.

_____ 5. In this article, to vary means to be

a) different.
b) casual.
c) pleasant.
d) unusual.

_____ 6. In this article, plentiful means there is

a) a lack.
b) a great amount.
c) an examination required.
d) a special treatment for.

III. Matching

_____ 1. plentiful
_____ 2. exhausted
_____ 3. up-and-coming
_____ 4. rehabilitated
_____ 5. vary
_____ 6. extent
_____ 7. damage
_____ 8. massage
_____ 9. anatomy

a. be different
b. harm
c. degree of
d muscle rub
e. very tired
f. study of the body
g. restored
h. growing rapidly
i. numerous

1 DEATH & DYING - STUDY GUIDE UNIT 3

Possible Points 30 _____

I. Fill in the blanks using the words below.

terms crucial cultural hygiene contact physical dealing
requests sensitive emotional changed respect charge compassion
helplessness

If you choose to enter the health field, you will have to come to ______________ with death and dying. As a health-care worker, ______________ with a dying patient will be a part of your job responsibility. It is important to remember that a dying patient has both ______________ and ______________ needs. A good health-care worker will minister to both needs.

Physical care may include such things as changing a patient's position in bed, giving a back rub, or providing for some personal ______________. It may also mean adding another blanket to help keep the patient warm. Or, it could be that the bed will need to be ______________ so that the patient is dry and comfortable. At all times, the health-care worker must maintain an attitude of ______________ and ______________ for a dying patient.

Meeting the emotional needs is hardest. At times, you will deal with feelings of fear, anger, and ______________. You must also be ______________ to the patient's ______________ and religious needs as well. Whenever possible, the patient's wishes should be given careful consideration. All ______________, however insignificant, should be taken seriously and reported to the person in ______________. It is ______________ to be compassionate and understanding when ____________ with the emotional needs of a dying patient.

II. Multiple choice.

_____ 1. This article is mainly about

a) how the family can help a dying patient.
b) the importance of being compassionate.
c) the physical and emotional needs of a dying patient.
d) death and dying.

_____ 2. This article mentions that the hardest needs to deal with are the

a) emotional needs.
b) physical needs.
c) cultural needs.
d) financial needs.

_____ 3. Emotional needs refer to all of the following except

a) fear.
b) nourishment.
c) helplessness.
d) anger.

_____ 4. The author probably wants to stress the importance of being

a) ambitious and hard working.
b) talented and creative.
c) kind and considerate.
d) efficient and dependable.

_____ 5. The word minister, as used in this article, means to

a) act as an aide in the hospital.
b) perform religious ceremonies.
c) give medicine to a patient.
d) attend to the wants and needs of a person.

_____ 6. Insignificant refers to something that is of

a) great concern.
b) great importance.
c) little importance.
d) major difficulty.

III. Matching

_____ 1. compassionate	a. extremely important
_____ 2. in charge	b. asks for
_____ 3. hygiene	c. being with
_____ 4. requests	d. weakness
_____ 5. culture	e. sensitive
_____ 6. crucial	f. responsible
_____ 7. minister to	g. cleanliness
_____ 8. contact	h. aid, serve
_____ 9. helplessness	i. country of origin

2 VITAL SIGNS - STUDY GUIDE UNIT 3

Possible Points 30 _____

I. Fill in the blanks using the words below.

data
oxygen
pulse
present
diagnosing
pressure
heat
skin
respiration
artery
stages
expelling
record
exerted
accurately

Temperature, pulse, _____________, and blood _____________ are vital signs. In the medical profession, they are sometimes referred to as TPR and BP. As a health-care worker, you will be expected to take and _____________ vital signs _____________. These signs provide important _____________ about the patient's overall physical condition.

Temperature is a measurement of the _____________ lost and produced by the body. There are oral thermometers and rectal thermometers for taking temperature. Temperature can also be taken under the arm. A high or low temperature can mean that a disease may be _____________ in the body.

The next vital sign to check is the pulse. As the heart beats and rests, the blood produces pressure against the walls of an _____________. This is called a pulse. The pulse is usually taken over the arteries that are closest to the _____________. There are seven spots in the body where the arterial pulse can be taken.

Respiration is the process of taking in _____________ and _____________ carbon dioxide. This occurs as the patient breathes in and out. It is usually best not to let the patient know you are checking his or her respiration. It can be checked while your fingers are still on the patient's _____________.

Finally, the blood pressure aids in _____________ certain illnesses in the body. It is a measurement of pressure that is _____________ on the wall of the arteries by the heart during various _____________ of heart activity. Blood pressure is taken by a device called a sphygmomanometer.

II. Multiple choice.

_____ 1. A good title for this article would be

a) Measuring and Recording Vital Signs.
b) Four Vital Signs.
c) Vital Signs.
d) How to Record TPR and BP.

_____ 2. The vital sign that you should not let the patient know you are checking is

a) respiration.
b) temperature.
c) pulse.
d) blood pressure.

_____ 3. The article mentions that vital signs are taken to

a) make the patient feel more secure.
b) check the overall condition of the patient.
c) find out if the patient has a heart condition.
d) provide the patient's family with information.

_____ 4. Vital signs that are not taken and recorded accurately could

a) cause the patient discomfort.
b) give the patient high blood pressure.
c) endanger the life of the patient.
d) make the patient ill.

_____ 5. In this article, expelling means

a) taking in.
b) letting out.
c) forcing off.
d) giving to.

_____ 6. If something is exerted, it is

a) applied.
b) carried.
c) required.
d) gotten rid of.

III. Matching

_____ 1. exerted	a. levels
_____ 2. referred	b. exactly
_____ 3. vital	c. mouth
_____ 4. stages	d. letting out
_____ 5. accurately	e. blood vessel
_____ 6. data	f. important
_____ 7. oral	g. put into action
_____ 8. artery	h. mentioned as
_____ 9. expelling	i. information

3 HAND WASHING - STUDY GUIDE UNIT 3

Possible Points 35 ______

I. Fill in the blanks using the words below.

thoroughly
contaminated
complications
faucet
brush
lather
asepsis
disease
flow
scrub
end
towel
wrists
ill
procedure
jewelry
assemble
hands
fingers
suffering

People working in the health field must perform various ______________ procedures. One very important ______________ is hand washing. ______________ hands that have not been washed properly can cause serious ______________ in an already ______________ person. Clean hands also protect the health-care worker from illness and ______________ . Properly washed hands can alleviate unnecessary ______________ .

The first thing to remember in hand washing is to remove all ______________ . If a watch is worn, it must also be removed. Next, ______________ all supplies, such as soap, paper towels, a hand brush, and an orange stick.

Turn on the ______________ and point both ______________ in a downward position. ______________ well for at least one minute. Make sure to ______________ wash between the fingers and around the ______________ . Use the blunt ______________ of the orange stick to clean under the nails.

______________ the hands with the ______________ . Water should ______________ down and off the hands. With a paper towel, dry from the ______________ to the wrists. Make certain that objects are not touched in the process. Use a paper ______________ to turn off the faucet.

II. Multiple choice.

_____ 1. This article is mainly about

a) how germs are spread from person to person.
b) hand washing.
c) the recommended method for washing hands.
d) supplies needed for hand washing.

_____ 2. The article specifies that

a) nails should be kept short.
b) warm water should be used.
c) jewelry should be removed.
d) soap should contain an alkali.

_____ 3. To clean under the nails, use

a) an orange stick.
b) a soft brush.
c) a nail.
d) a stiff brush.

_____ 4. From this article, you can infer that

a) hot water kills more germs than warm water.
b) health-care workers can wear jewelry.
c) careful hand-washing procedures prevent the spread of germs.
d) hand washing is a nuisance.

_____ 5. Contaminated refers to something that is

a) pure.
b) dull.
c) ugly.
d) dirty.

_____ 6. In this article, assemble means

a) purchase.
b) gather together.
c) pull apart.
d) enlarge.

III. Matching

_____ 1. assemble	a. full of germs
_____ 2. thoroughly	b. make less
_____ 3. procedure	c. bother
_____ 4. asepsis	d. wash well
_____ 5. alleviate	e. soap
_____ 6. nuisance	f. process
_____ 7. scrub	g. germ-free
_____ 8. contaminated	h. completely
_____ 9. lather	i. bring together

3 SNIFFING INHALANTS - STUDY GUIDE UNIT 3

Possible Points 25 _____

I. Fill in the blanks using the words below.

ether runny addicted volatile inhalants craze slurred
chemicals symptoms "high" heart accidents sniffing silly vital

People have abused ______________ substances for hundreds of years. Records show that in the early 1800's, people were ______________ chloroform and ______________ to get ______________. In the 1950's, sniffing glue became the ______________. Since then, people have been found sniffing nail polish remover, paint thinners, antifreeze, hair spray, and insect repellant.

There are many different types of ______________ found in "sniffers." They may have ______________ speech, appear drunk, or act very ______________. It is not uncommon for them to have red eyes, ______________ noses, or spots and sores around the mouth. Sometimes they even smell of ______________. Sniffing also causes aggressive behavior, mood swings, confusion, and hallucinations.

The greatest danger of sniffing is called sudden sniffing death, which is caused by ______________ failure. ______________ are another cause of death. Another risk to the health of a sniffer is damage to the kidneys, liver, and other ______________ organs. Sniffing can also cause brain damage.

Finally, sniffers ______________ to ______________ will often go on to use other drugs. They usually take drugs because the inhalants are no longer producing the same "high" that they once did.

II. Multiple choice.

_____ 1. The statement that best supports the main idea is:

a) Some people sniff inhalants.
b) Most sniffers are younger than 18 years old.
c) Sniffing common household products is a form of substance abuse.
d) The sniffing craze began in the 1950's.

_____ 2. This article gives specific facts about

a) the dangers of sniffing inhalants.
b) withdrawal symptoms of sniffing.
c) the kind of people who become sniffers.
d) how sniffers cn kick the habit.

_____ 3. According to this article, sniffing can cause

a) fever and chills.
b) diabetes.
c) brain damage.
d) depression.

_____ 4. The idea that sniffers will go on to use other drugs is

a) propaganda.
b) hard to believe.
c) untrue.
d) based on facts.

_____ 5. As used in this article, symptoms are

a) violent fits.
b) special circumstances.
c) creative ideas.
d) signs that something is wrong.

_____ 6. Aggressive, as used in this article, means

a) becoming sad.
b) acting silly.
c) acting in a mild manner.
d) acting in a hostile fashion.

III. Matching

_____ 1. aggressive	a. biased information
_____ 2. craze	b. dangerous
_____ 3. slurred	c. unclear
_____ 4. volatile	d. hostile
_____ 5. propaganda	e. popular activity

4 HEALTH RIP-OFFS - STUDY GUIDE UNIT 3

Possible Points 25 _____

I. Fill in the blanks using the words below.

serious swindlers misled rip-offs death form magic
revealed cures sold advertisements treatment

A report by the American Medical Association ______________ that over one billion dollars has been spent each year by people who are looking for ______________ cures. These cures sometimes are known as health ______________.

______________ for these cures can be found in newspapers, flyers, pamphlets, and magazines. They are even ______________ door to door by salespeople. There are magic cures for cancer, arthritis, heart disease, and many other ______________ diseases.

Each year, millions of dollars are spent looking for quick ______________ for arthritis. There are bracelets, necklaces, potions, creams, and pills. The list can go on and on. In fact, arthritis is a favorite with the quick-cure ______________.

Unfortunately, some cures can have devastating results. Some even lead to ______________. A person with a deadly ______________ of cancer may decide to use one of these magic cures rather than a proven medical ______________.

Often, these cures are used out of a sense of fear, frustration, or desperation. A seriously ill person is often ______________ by promises of a miracle. Instead of being cured, he or she has put off medical treatment until it is too late.

II. Multiple choice.

_____ 1. This article is mainly about

a) magic-cure advertising.
b) health rip-offs.
c) how people are fooled by promises of magic cures.
d) how to become a quick-cure salesperson.

_____ 2. According to this article, a favorite with the quick-cure swindler is

a) headaches.
b) high blood pressure.
c) backaches.
d) arthritis.

_____ 3. All of the following forms of advertising are mentioned except

a) flyers.
b) TV commercials.
c) magazines.
d) newspapers.

_____ 4. You can infer from this article that

a) magic cures can relieve arthritis.
b) swindlers don't care about the seriously ill.
c) people are losing faith in the medical profession.
d) many people die needlessly each year.

_____ 5. In this article, if a person is misled, that person is

a) supported.
b) helped.
c) confused.
d) deceived.

_____ 6. In this article, a potion is a

a) magic plant.
b) liquid dose of medicine.
c) copper bracelet.
d) voodoo doll.

III. Matching

_____ 1. misled	a. liars
_____ 2. revealed	b. cheats
_____ 3. swindlers	c. deceived
_____ 4. form	d. showed
_____ 5. rip-off	e. type
_____ 6. potion	f. dangerous
_____ 7. put off	g. delayed
_____ 8. devastating	h. liquid dose

4 INTERPERSONAL SKILLS - STUDY GUIDE UNIT 3

Possible Points 25 _____

I. Fill in the blanks using the words below.

colleagues
optimal
stress
interfere
cope
trust
enable
resistance
individuals
confidence
valuable
recover

Interpersonal skills are skills that develop a good relationship between ______________. The health-care worker needs these skills to establish a helpful relationship with patients. Knowledge alone is not enough to provide ______________ care. All types of health-care workers consider interpersonal skills important in providing optimal care for patients.

Good interpersonal skills help the health-care worker interact with patients and other health-care workers. These skills also help the health-care worker ______________ with ______________.

Warmth and active listening ______________ the health-care worker to develop a relationship of ______________ with patients and ______________. Finally, these skills can be used to help patients overcome personal problems that ______________ with their health care.

Good interpersonal skills are ______________ for many reasons. They can relax a patient during data gathering and promote the patient's ______________ in the health-care worker. Good interpersonal skills can also establish trust and reduce ______________ to therapy. These skills can also improve the ability of the patient to cope with and ______________ from injury or illness.

II. Multiple choice.

_____ 1. This article was written to

a) describe what good interpersonal skills can do for health-care workers.
b) explain how to develop good interpersonal skills.
c) describe the importance of good interpersonal skills.
d) explain the value of good interpersonal skills for health-care workers.

_____ 2. Patients will receive the best care when health-care workers use their interpersonal skills along with

a) life histories.
b) knowledge.
c) treatment.
d) diagnosis.

_____ 3. According to this article, a health-care worker who is warm and caring will

a) be more accurate in patients' diagnoses.
b) spend too much time with individual patients.
c) become too involved in patients' personal problems.
d) develop a trusting relationship.

_____ 4. You can infer from this article that friendly, caring health-care workers help patients do all of the following except

a) be relaxed.
b) reduce resistance to therapy.
c) be trusting.
d) be worried and nervous.

_____ 5. Another word for optimal is

a) best.
b) biggest.
c) longest.
d) worst.

_____ 6. A colleague is someone who

a) you live with.
b) is in the hospital.
c) you work with.
d) is newly promoted.

III. Matching

_____ 1. reduce	a. finding facts
_____ 2. cope	b. highest, most
_____ 3. enable	c. associate with
_____ 4. colleagues	d. diminish
_____ 5. optimal	e. allow
_____ 6. interact	f. deal with
_____ 7. data gathering	g. co-workers

5 MEDICAL ASSISTANTS - STUDY GUIDE UNIT 3

Possible Points 21 _____

I. Fill in the blanks using the words below.

correspondence
administrative
promising
nursing
blood
treat
dressings
drawing
greeting
clinic

Medical assistants help doctors examine and ______________ patients. They perform most of the ______________ duties necessary to keep an office running smoothly. This includes recording the height, weight, temperature, and ______________ pressure of patients.

Medical assistants also take down patients' medical histories and may perform basic laboratory tests. If necessary, medical assistants may also tell patients about medications and self-treatment. Some other responsibilities of a medical assistant may include ______________ blood, taking x-rays, and applying ______________ .

Other duties of a medical assistant include answering the phones and ______________ patients, as well as recording and filling patients' medical records. Medical assistants also fill out medical reports and insurance forms, handle ______________ and schedule appointments. The responsibilities of a medical assistant are very important.

The work setting for medical assistants can be in a doctor's private practice, or in a hospital or ______________ . Medical assistants can also work in ______________ homes or in various other health-care facilities. Because of the growing number of doctors, group medical practices, and other health-care centers, the outlook for new workers in the medical-assistant field looks ____________.

II. Multiple choice.

_____ 1. This article is about

a) the job responsibilities of medical assistants.
b) the work setting for medical assistants.
c) medical assistants.
d) training and salary possibilities for medical assistants.

_____ 2. According to this article, the duties of a med. assist. include all of the following except

a) drawing blood.
b) taking x-rays.
c) giving an EKG.
d) obtaining medical histories.

_____ 3. One of the administrative duties performed by a medical assistant is

a) performing minor surgery.
b) scheduling appointments.
c) writing prescriptions.
d) giving patients medication.

_____ 4. You can infer from this article that over the next few years

a) the number of people employed as medical assistants will decrease.
b) the number of people employed as medical assistants will grow.
c) more education and training will be required for medical assistants.
d) the salaries of medical assistants will rise quickly.

_____ 5. The word drawing, used in this article, means

a) sketching.
b) testing.
c) taking.
d) leaving.

_____ 6. Dressings, as used in this article, refers to

a) sauce put on salad.
b) rooms.
c) clothes.
d) bandages or medication.

III. Matching

_____ 1. outlook a. mail

_____ 2. drawing b. positive

_____ 3. correspondence c. future

_____ 4. setting d. place

_____ 5. promising e. taking

1 DEATH & DYING - STUDY GUIDE UNIT 3

Possible Points 30 _____

I. Fill in the blanks using the words below.

terms
requests
helplessness
crucial
sensitive
cultural
emotional
hygiene
changed
contact
respect
physical
charge
dealing
compassion

If you choose to enter the health field, you will have to come to _____________ with death and dying. As a health-care worker, _____________ with a dying patient will be a part of your job responsibility. It is important to remember that a dying patient has both _____________ and _____________ needs. A good health-care worker will minister to both needs.

Physical care may include such things as changing a patient's position in bed, giving a back rub, or providing for some personal _____________. It may also mean adding another blanket to help keep the patient warm. Or, it could be that the bed will need to be _____________ so that the patient is dry and comfortable. At all times, the health-care worker must maintain an attitude of _____________ and _____________ for a dying patient.

Meeting the emotional needs is hardest. At times, you will deal with feelings of fear, anger, and _____________. You must also be _____________ to the patient's _____________ and religious needs as well. Whenever possible, the patient's wishes should be given careful consideration. All _____________, however insignificant, should be taken seriously and reported to the person in _____________. It is _____________ to be compassionate and understanding when ___________ with the emotional needs of a dying patient.

II. Multiple choice.

_____ 1. This article is mainly about

a) how the family can help a dying patient.
b) the importance of being compassionate.
c) the physical and emotional needs of a dying patient.
d) death and dying.

_____ 2. This article mentions that the hardest needs to deal with are the

a) emotional needs.
b) physical needs.
c) cultural needs.
d) financial needs.

_____ 3. Emotional needs refer to all of the following except

a) fear.
b) nourishment.
c) helplessness.
d) anger.

_____ 4. The author probably wants to stress the importance of being

a) ambitious and hard working.
b) talented and creative.
c) kind and considerate.
d) efficient and dependable.

_____ 5. The word minister, as used in this article, means to

a) act as an aide in the hospital.
b) perform religious ceremonies.
c) give medicine to a patient.
d) attend to the wants and needs of a person.

_____ 6. Insignificant refers to something that is of

a) great concern.
b) great importance.
c) little importance.
d) major difficulty.

III. Matching

_____ 1. compassionate
_____ 2. in charge
_____ 3. hygiene
_____ 4. requests
_____ 5. culture
_____ 6. crucial
_____ 7. minister to
_____ 8. contact
_____ 9. helplessness

a. extremely important
b. asks for
c. being with
d. weakness
e. sensitive
f. responsible
g. cleanliness
h. aid, serve
i. country of origin

2 VITAL SIGNS - STUDY GUIDE UNIT 3

Possible Points 30 _____

I. Fill in the blanks using the words below.

data
oxygen
pulse
present
diagnosing
pressure
heat
skin
respiration
artery
stages
expelling
record
exerted
accurately

Temperature, pulse, _______________, and blood _______________ are vital signs. In the medical profession, they are sometimes referred to as TPR and BP. As a health-care worker, you will be expected to take and _______________ vital signs _______________. These signs provide important _______________ about the patient's overall physical condition.

Temperature is a measurement of the _______________ lost and produced by the body. There are oral thermometers and rectal thermometers for taking temperature. Temperature can also be taken under the arm. A high or low temperature can mean that a disease may be _______________ in the body.

The next vital sign to check is the pulse. As the heart beats and rests, the blood produces pressure against the walls of an _______________. This is called a pulse. The pulse is usually taken over the arteries that are closest to the _______________. There are seven spots in the body where the arterial pulse can be taken.

Respiration is the process of taking in _______________ and _______________ carbon dioxide. This occurs as the patient breathes in and out. It is usually best not to let the patient know you are checking his or her respiration. It can be checked while your fingers are still on the patient's _______________.

Finally, the blood pressure aids in _______________ certain illnesses in the body. It is a measurement of pressure that is _______________ on the wall of the arteries by the heart during various _______________ of heart activity. Blood pressure is taken by a device called a sphygmomanometer.

II. Multiple choice.

_____ 1. A good title for this article would be

a) Measuring and Recording Vital Signs.
b) Four Vital Signs.
c) Vital Signs.
d) How to Record TPR and BP.

_____ 2. The vital sign that you should not let the patient know you are checking is

a) respiration.
b) temperature.
c) pulse.
d) blood pressure.

_____ 3. The article mentions that vital signs are taken to

a) make the patient feel more secure.
b) check the overall condition of the patient.
c) find out if the patient has a heart condition.
d) provide the patient's family with information.

_____ 4. Vital signs that are not taken and recorded accurately could

a) cause the patient discomfort.
b) give the patient high blood pressure.
c) endanger the life of the patient.
d) make the patient ill.

_____ 5. In this article, expelling means

a) taking in.
b) letting out.
c) forcing off.
d) giving to.

_____ 6. If something is exerted, it is

a) applied.
b) carried.
c) required.
d) gotten rid of.

III. Matching

_____ 1. exerted	a. levels
_____ 2. referred	b. exactly
_____ 3. vital	c. mouth
_____ 4. stages	d. letting out
_____ 5. accurately	e. blood vessel
_____ 6. data	f. important
_____ 7. oral	g. put into action
_____ 8. artery	h. mentioned as
_____ 9. expelling	i. information

3 HAND WASHING - STUDY GUIDE UNIT 3

Possible Points 35 _____

I. Fill in the blanks using the words below.

thoroughly
contaminated
complications
faucet
brush
lather
asepsis
disease
flow
scrub
end
towel
wrists
ill
procedure
jewelry
assemble
hands
fingers
suffering

People working in the health field must perform various ______________ procedures. One very important ______________ is hand washing. ______________ hands that have not been washed properly can cause serious ______________ in an already ______________ person. Clean hands also protect the health-care worker from illness and ______________. Properly washed hands can alleviate unnecessary ______________.

The first thing to remember in hand washing is to remove all ______________. If a watch is worn, it must also be removed. Next, ______________ all supplies, such as soap, paper towels, a hand brush, and an orange stick.

Turn on the ______________ and point both ______________ in a downward position. ______________ well for at least one minute. Make sure to ______________ wash between the fingers and around the ______________. Use the blunt ______________ of the orange stick to clean under the nails.

______________ the hands with the ______________. Water should ______________ down and off the hands. With a paper towel, dry from the ______________ to the wrists. Make certain that objects are not touched in the process. Use a paper ______________ to turn off the faucet.

II. Multiple choice.

_____ 1. This article is mainly about

a) how germs are spread from person to person.
b) hand washing.
c) the recommended method for washing hands.
d) supplies needed for hand washing.

_____ 2. The article specifies that

a) nails should be kept short.
b) warm water should be used.
c) jewelry should be removed.
d) soap should contain an alkali.

_____ 3. To clean under the nails, use

a) an orange stick.
b) a soft brush.
c) a nail.
d) a stiff brush.

_____ 4. From this article, you can infer that

a) hot water kills more germs than warm water.
b) health-care workers can wear jewelry.
c) careful hand-washing procedures prevent the spread of germs.
d) hand washing is a nuisance.

_____ 5. Contaminated refers to something that is

a) pure.
b) dull.
c) ugly.
d) dirty.

_____ 6. In this article, assemble means

a) purchase.
b) gather together.
c) pull apart.
d) enlarge.

III. Matching

_____ 1. assemble
_____ 2. thoroughly
_____ 3. procedure
_____ 4. asepsis
_____ 5. alleviate
_____ 6. nuisance
_____ 7. scrub
_____ 8. contaminated
_____ 9. lather

a. full of germs
b. make less
c. bother
d. wash well
e. soap
f. process
g. germ-free
h. completely
i. bring together

3 SNIFFING INHALANTS - STUDY GUIDE UNIT 3

Possible Points 25 _____

I. Fill in the blanks using the words below.

ether chemicals runny symptoms addicted "high" volatile heart inhalants accidents craze sniffing slurred silly vital

People have abused _______________ substances for hundreds of years. Records show that in the early 1800's, people were _______________ chloroform and _______________ to get _______________. In the 1950's, sniffing glue became the _______________. Since then, people have been found sniffing nail polish remover, paint thinners, antifreeze, hair spray, and insect repellant.

There are many different types of _______________ found in "sniffers." They may have _______________ speech, appear drunk, or act very _______________. It is not uncommon for them to have red eyes, _______________ noses, or spots and sores around the mouth. Sometimes they even smell of _______________. Sniffing also causes aggressive behavior, mood swings, confusion, and hallucinations.

The greatest danger of sniffing is called sudden sniffing death, which is caused by _______________ failure. _______________ are another cause of death. Another risk to the health of a sniffer is damage to the kidneys, liver, and other _______________ organs. Sniffing can also cause brain damage.

Finally, sniffers _______________ to _______________ will often go on to use other drugs. They usually take drugs because the inhalants are no longer producing the same "high" that they once did.

II. Multiple choice.

_____ 1. The statement that best supports the main idea is:

a) Some people sniff inhalants.
b) Most sniffers are younger than 18 years old.
c) Sniffing common household products is a form of substance abuse.
d) The sniffing craze began in the 1950's.

_____ 2. This article gives specific facts about

a) the dangers of sniffing inhalants.
b) withdrawal symptoms of sniffing.
c) the kind of people who become sniffers.
d) how sniffers cn kick the habit.

_____ 3. According to this article, sniffing can cause

a) fever and chills.
b) diabetes.
c) brain damage.
d) depression.

_____ 4. The idea that sniffers will go on to use other drugs is

a) propaganda.
b) hard to believe.
c) untrue.
d) based on facts.

_____ 5. As used in this article, symptoms are

a) violent fits.
b) special circumstances.
c) creative ideas.
d) signs that something is wrong.

_____ 6. Aggressive, as used in this article, means

a) becoming sad.
b) acting silly.
c) acting in a mild manner.
d) acting in a hostile fashion.

III. Matching

_____ 1. aggressive	a. biased information
_____ 2. craze	b. dangerous
_____ 3. slurred	c. unclear
_____ 4. volatile	d. hostile
_____ 5. propaganda	e. popular activity

4 HEALTH RIP-OFFS - STUDY GUIDE UNIT 3

Possible Points 25 ____

I. Fill in the blanks using the words below.

serious swindlers misled rip-offs death form magic
revealed cures sold advertisements treatment

A report by the American Medical Association ______________ that over one billion dollars has been spent each year by people who are looking for ______________ cures. These cures sometimes are known as health ______________.

______________ for these cures can be found in newspapers, flyers, pamphlets, and magazines. They are even ______________ door to door by salespeople. There are magic cures for cancer, arthritis, heart disease, and many other ______________ diseases.

Each year, millions of dollars are spent looking for quick ______________ for arthritis. There are bracelets, necklaces, potions, creams, and pills. The list can go on and on. In fact, arthritis is a favorite with the quick-cure ______________.

Unfortunately, some cures can have devastating results. Some even lead to ______________. A person with a deadly ______________ of cancer may decide to use one of these magic cures rather than a proven medical ______________.

Often, these cures are used out of a sense of fear, frustration, or desperation. A seriously ill person is often ______________ by promises of a miracle. Instead of being cured, he or she has put off medical treatment until it is too late.

II. Multiple choice.

_____ 1. This article is mainly about

a) magic-cure advertising.
b) health rip-offs.
c) how people are fooled by promises of magic cures.
d) how to become a quick-cure salesperson.

_____ 2. According to this article, a favorite with the quick-cure swindler is

a) headaches.
b) high blood pressure.
c) backaches.
d) arthritis.

_____ 3. All of the following forms of advertising are mentioned except

a) flyers.
b) TV commercials.
c) magazines.
d) newspapers.

_____ 4. You can infer from this article that

a) magic cures can relieve arthritis.
b) swindlers don't care about the seriously ill.
c) people are losing faith in the medical profession.
d) many people die needlessly each year.

_____ 5. In this article, if a person is misled, that person is

a) supported.
b) helped.
c) confused.
d) deceived.

_____ 6. In this article, a potion is a

a) magic plant.
b) liquid dose of medicine.
c) copper bracelet.
d) voodoo doll.

III. Matching

_____ 1. misled

_____ 2. revealed

_____ 3. swindlers

_____ 4. form

_____ 5. rip-off

_____ 6. potion

_____ 7. put off

_____ 8. devastating

a. liars

b. cheats

c. deceived

d. showed

e. type

f. dangerous

g. delayed

h. liquid dose

4 INTERPERSONAL SKILLS - STUDY GUIDE UNIT 3

Possible Points 25 _____

I. Fill in the blanks using the words below.

colleagues stress cope enable individuals valuable recover
optimal interfere trust resistance confidence

Interpersonal skills are skills that develop a good relationship between _______________. The health-care worker needs these skills to establish a helpful relationship with patients. Knowledge alone is not enough to provide _______________ care. All types of health-care workers consider interpersonal skills important in providing optimal care for patients.

Good interpersonal skills help the health-care worker interact with patients and other health-care workers. These skills also help the health-care worker _______________ with _______________.

Warmth and active listening _______________ the health-care worker to develop a relationship of _______________ with patients and _______________. Finally, these skills can be used to help patients overcome personal problems that _______________ with their health care.

Good interpersonal skills are _______________ for many reasons. They can relax a patient during data gathering and promote the patient's _______________ in the health-care worker. Good interpersonal skills can also establish trust and reduce _______________ to therapy. These skills can also improve the ability of the patient to cope with and _______________ from injury or illness.

II. Multiple choice.

_____ 1. This article was written to

a) describe what good interpersonal skills can do for health-care workers.
b) explain how to develop good interpersonal skills.
c) describe the importance of good interpersonal skills.
d) explain the value of good interpersonal skills for health-care workers.

_____ 2. Patients will receive the best care when health-care workers use their interpersonal skills along with

a) life histories.
b) knowledge.
c) treatment.
d) diagnosis.

_____ 3. According to this article, a health-care worker who is warm and caring will

a) be more accurate in patients' diagnoses.
b) spend too much time with individual patients.
c) become too involved in patients' personal problems.
d) develop a trusting relationship.

_____ 4. You can infer from this article that friendly, caring health-care workers help patients do all of the following except

a) be relaxed.
b) reduce resistance to therapy.
c) be trusting.
d) be worried and nervous.

_____ 5. Another word for optimal is

a) best.
b) biggest.
c) longest.
d) worst.

_____ 6. A colleague is someone who

a) you live with.
b) is in the hospital.
c) you work with.
d) is newly promoted.

III. Matching

_____ 1. reduce
_____ 2. cope
_____ 3. enable
_____ 4. colleagues
_____ 5. optimal
_____ 6. interact
_____ 7. data gathering

a. finding facts
b. highest, most
c. associate with
d. diminish
e. allow
f. deal with
g. co-workers

5 MEDICAL ASSISTANTS - STUDY GUIDE UNIT 3

Possible Points 21 ______

I. Fill in the blanks using the words below.

correspondence
administrative
promising
nursing
blood
treat
dressings
drawing
greeting
clinic

Medical assistants help doctors examine and ______________ patients. They perform most of the ______________ duties necessary to keep an office running smoothly. This includes recording the height, weight, temperature, and ______________ pressure of patients.

Medical assistants also take down patients' medical histories and may perform basic laboratory tests. If necessary, medical assistants may also tell patients about medications and self-treatment. Some other responsibilities of a medical assistant may include ______________ blood, taking x-rays, and applying ______________.

Other duties of a medical assistant include answering the phones and ______________ patients, as well as recording and filling patients' medical records. Medical assistants also fill out medical reports and insurance forms, handle ______________ and schedule appointments. The responsibilities of a medical assistant are very important.

The work setting for medical assistants can be in a doctor's private practice, or in a hospital or ______________. Medical assistants can also work in ______________ homes or in various other health-care facilities. Because of the growing number of doctors, group medical practices, and other health-care centers, the outlook for new workers in the medical-assistant field looks ______________.

II. Multiple choice.

_____ 1. This article is about

a) the job responsibilities of medical assistants.
b) the work setting for medical assistants.
c) medical assistants.
d) training and salary possibilities for medical assistants.

_____ 2. According to this article, the duties of a med. assist. include all of the following except

a) drawing blood.
b) taking x-rays.
c) giving an EKG.
d) obtaining medical histories.

_____ 3. One of the administrative duties performed by a medical assistant is

a) performing minor surgery.
b) scheduling appointments.
c) writing prescriptions.
d) giving patients medication.

_____ 4. You can infer from this article that over the next few years

a) the number of people employed as medical assistants will decrease.
b) the number of people employed as medical assistants will grow.
c) more education and training will be required for medical assistants.
d) the salaries of medical assistants will rise quickly.

_____ 5. The word drawing, used in this article, means

a) sketching.
b) testing.
c) taking.
d) leaving.

_____ 6. Dressings, as used in this article, refers to

a) sauce put on salad.
b) rooms.
c) clothes.
d) bandages or medication.

III. Matching

_____ 1. outlook
_____ 2. drawing
_____ 3. correspondence
_____ 4. setting
_____ 5. promising

a. mail
b. positive
c. future
d. place
e. taking

1 HOME HEALTH-CARE AIDES– STUDY GUIDE UNIT 1

Possible Points 30 ____

I. Fill in the blanks using the words below.

cost attention afford hired risen outlook home
belongings parents chronically surrounded burden specially

The need for home health-care aides has grown. In fact, the need will become even greater in the years ahead. Home health-care aides are specially trained workers. They are hired by the family to help care for the needs of the elderly and the chronically ill. Elderly people often need help taking care of their needs. These needs can be met by family members and the home health-care aide.

More and more adults are caring for their parents or other older family members at home. There are several reasons for this. One is the high cost of care in most health centers. The cost of care has risen in recent years. Most average-income families cannot afford that kind of care, because it places a heavy burden on the family budget.

Another reason for home health care is the attention that older people receive in their own home. For the most part, they are happier being near loved ones and relatives. They also have friends close by who can stop in for a visit. They are surrounded by their own belongings. All of these things help the elderly have a more positive outlook on life.

II. Multiple choice.

b 1. The author develops the main idea by

a) stating that there is a growing need for home health care.
b) giving reasons why there is a growing need for home health-care aides.
c) telling why the elderly want to stay at home.
d) explaining the duties of a home health-care aide.

d 2. Home health-care aides are

a) graduates of a nursing program.
b) mostly women.
c) needed in many nursing homes.
d) specially trained people.

c 3. This article mentions that the need for home health-care aides will

a) change greatly.
b) decrease in the years ahead.
c) increase in the years ahead.
d) remain about the same.

b 4. The elderly who remain at home probably feel

a) neglected and poor.
b) secure and content.
c) happy and neglected.
d) healthy and concerned.

b 5. A positive outlook means that a person's outlook is

a) poor.
b) good.
c) selfish.
d) clear.

d 6. In this article, burden means

a) happy occasion.
b) easy task.
c) careful decision.
d) difficult responsibility.

III. Matching

g 1. hired	a. long-term
f 2. risen	b. bills
i 3. outlook	c. affirmative
h 4. burden	d. things you own
a 5. chronic	e. able to pay for
d 6. belongings	f. gone up
c 7. positive	g. given a job
e 8. afford	h. heavy responsibility
b 9. budget	i. future
j 10. adults	j. grown-ups

2 OVER THE COUNTER DRUGS - STUDY GUIDE UNIT 1

Possible Points 25 ____

I. Fill in the blanks using the words below.

counter
drive
label
headaches
often
required
warnings
physician
watery
repeated
fever
drowsiness
consult

Every over-the-counter drug that is sold has a label. The label tells us how much of the drug to take at one time. If tells how often to take the drug. It also tells who should use the drug. Included on the label are warnings and cautions.

The labels that follow are examples of information found on some over-the-counter drugs.

Label #1
For temporary relief of nasal congestion, runny nose, sneezing, sore throat, and watery eyes due to the common cold or hay fever.

Dosage for adults, 2 teaspoons every 4 hours. Children 6 to 12 years old, 1 teaspoon every 4 hours. Not more than 4 doses in 24 hours. For children under 6 years old, consult a physician.

Warning: this drug may cause drowsiness. Don't drive or operate machinery while taking this drug.

Label #2
For relief of minor headaches and neuralgia.

Dosage for adults, 2 tablets with water every 4 hours. Take 6 times daily as required. Children 10 to 16 years old, 1 tablet. Children 6 to 10 years old, 1/2 tablet. Children 3 to 5 years old, 1/4 tablet. For children under 3 years old, consult a physician. dosage for children may be repeated every 3 hours, but not more than 3 times in 1 day unless prescribed by the child's physician.

II. Multiple choice.

C 1. The main idea of this article is to tell people about

a) drug labels.
b. information found on drug labels.
c. cautions and warnings on drug labels.
d. saving money on drugs.

a 2. According to label #1, an adult can take this medicine

a) every 4 hours.
b. once every 24 hours.
c. as often as needed.
d. every 6 hours.

2 FIRST AID - STUDY GUIDE UNIT 1

Possible Points 35 _____

I. Fill in the blanks using the words below.

depend information pressure trained squad poison
expert panic breathing stopped pertinent dangerous severe
victim between calm trouble leave airway safety

First aid is care that is given until an expert can take over. It can mean the difference between life and death. If you must give first aid to someone, don't panic. Try to remain calm. First, think about what you must do for the victim. The treatment you provide will depend on the situation.

No matter what the trouble is, let the right people know immediately. If you can't leave the victim, have someone else call the police or the rescue squad. Make sure that the right information is given. The police or the rescue squad will need to know where you are, and what seems to be the problem. Whether you or someone else makes the call, don't hang up until the other party has all the pertinent information that is needed.

In dealing with first aid, there are four things that need care quickly. If the victim is in a dangerous situation, remove him or her to safety as fast as you can. Secondly, check to see if the victim is breathing. If not, clear his or her airway. Begin CPR.

Next, look to see if the victim is bleeding. Severe bleeding must be stopped at once. Apply pressure to the wound with a thick cloth. Finally, check for signs of poisoning. Look for a container near the victim. If need be, call a poison -control center for assistance. Work quickly and keep the victim warm and calm. A note of warning--only treat what you have been trained to treat.

II. Multiple choice.

d 1. The author develops the main idea by

- a) explaining first aid.
- b) warning the reader about giving treatment.
- c) describing first-aid treatment for poisoning.
- d) discussing some basic tips for first aid.

c 2. To stop severe bleeding,

- a) cover the wound with a bandage.
- b) tie a cloth tightly around the wound.
- c) apply pressure to the wound.
- d) raise the victim's feet.

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a 3. Before calling a poison-control center,

a)look for a container near the victim.
b) pour some salt water into the victim's mouth.
c) make the victim vomit.
d) see if the victim can walk.

c 4. The author implies that the person giving first aid should

a) call the victim's family.
b) ask the victim to tell what happened.
c) observe and care for the victim until medical help arrives.
d) have a first-aid license.

b 5. In this article, the word pertinent means

a) unimportant.
b) important.
c) wise.
d) possible.

c 6. On page 1 of this article, victim refers to

a) an evil person.
b) a dangerous person.
c) an injured or ill person.
d) a foolish person.

III. Matching

g	1. severe	a. applied force
f	2. wound	b. taught
d	3. expert	c. lose control
h	4. calm	d. experienced person
c	5. panic	e. cardiopulmonary resuscitation
i	6. information	f. injury
a	7. pressure	g. very serious
b	8. trained	h. peaceful
e	9. CPR	i. data

3 FEEDING THE HELPLESS PATIENT - STUDY GUIDE UNIT 1

Possible Points 30 ____

I. Fill in the blanks using the words below.

experience
beverage
name
patient
refuses
tray
table
chin
uneasy
report
doctor's
helpless
straw
feed
diet
eaten
need
hands

Sometimes a health-care worker will need to feed a helpless patient. If you must do this, remember to act pleasant. Do not act hurried. If you do, the person may feel uneasy. Eating should be an enjoyable experience for everyone.

Before bringing in the tray tell the patient what you are going to do. Clear the overbed table of clutter. If it's not against the doctor's orders, raise the bed. Wash the patient's hands and then your hands. Bring in the tray from the cart. Check to see that the tray contains the right diet. The patient's name card should be on the tray. If it isn't, check with the kitchen or the person in charge.

You are now ready to feed the patient. Open the napkin and put it under the patient's chin. Cut the food into bite-sized pieces. Pour the beverage into the proper container. Use a straw to give liquids.

As you feed the patient, talk about what you are doing. Alternate between types of food. Use the napkin to keep the mouth clean. When you are finished, make a note of what the patient has or has not eaten. If the patient refuses to eat, be sure to report it.

II. Multiple choice.

a 1. A good title for this article is

a) Feeding the Helpless Patient.
b) Mealtime.
c) Favorite Foods.
d) Preparing the Patient for Mealtime.

b 2. If a patient refuses to eat the food on the tray,

a) get the patient something else to eat.
b) report it to the proper person.
c) force the patient to eat.
d) give the food to someone else.

c 3. When feeding a helpless patient,

a) give sips of water between bites of food.
b) don't sit on the bed.
c) act pleasant and unhurried.
d) turn off the television.

b 4. You can infer from this article that

a) helpless patients are fed soft foods.
b) there are different kinds of hospital diets.
c) hospital food is tasteless.
d) mealtimes are pleasant.

d 5. Another word for uneasy, as used in this article, is

a) weird.
b) foolish.
c) difficult.
d) tense.

a 6. A helpless person is

a) unable to care for herself or himself.
b) close to death.
c) unloved and unwanted.
d) able to care for herself or himself.

III. Matching

f 1. uneasy
d 2. clutter
a 3. in charge
e 4. beverage
b 5. alternate
c 6. tasteless

a. responsible
b. go back and forth
c. bland
d. mess
e. drink
f. uncomfortable

4 HOSPITAL BED MAKING - STUDY GUIDE UNIT 1

Possible Points 30 ____

I. Fill in the blanks using the words below.

side rails
clean
privacy
remove
changed
screen
move
spread
covers
top
help
loosen
linens
fall
occupied
bedwheels
signal cord
well-being
change
hamper

Changing the linens on a hospital bed is a task done by a nurse aide. If the patient can get out of bed it is much easier to do. Making a bed with a patient in it takes more skill. This is called an occupied bed. A well-made bed is essential to the patient's overall feeling of well-being.

First, wash your hands. Next, tell the patient that you are there to change his or her bed. Lock the bedwheels so that the bed will not roll. Put the clean linens on a chair next to the bed. Pull the curtain or screen around the bed for privacy. Bring the bed to a working height.

Loosen all the linens around the bed. Be sure not to shake the linens. That will spread germs. Remove all the covers except the top sheet. Place a clean sheet over the top sheet. Carefully slide the dirty sheet from underneath it.

It is now time to ask the patient to move towards you so that the bottom linens can be changed. The patient may need your help. Pull up the side rails so that he or she doesn't fall out of bed. Change the bottom linens on one side and then the other. Put all dirty linens in a hamper. Be sure to keep dirty linens away from your uniform. Put the bed back in position. Place the signal cord near the patient. Wash your hands and remove the hamper.

II. Multiple choice.

b 1. This article is mostly about

a) removing dirty linens.
b) making an occupied bed.
c) bed making.
d) making a closed bed.

d 2. After washing your hands the first time, the next thing you should do is

a) lock the bed into place.
b) put the dirty linens on the floor.
c) pull a curtain around the bed.
d) tell the patient what you are going to do.

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a 3. Dirty linens should be placed

a) in a hamper.
b) in a basket.
c) on the floor.
d) outside of the door.

a 4. You can infer from this article that a patient's bed

a) offers both comfort and safety.
b) should only be changed at the patient's request.
c) needs two pillows.
d) should be changed twice a day.

b 5. In this article, the word task means

a) hardship.
b) duty.
c) errand.
d) test.

b 6. Something that is essential is

a) usual
b) necessary.
c) unnecessary.
d) perfect.

III. Matching

d 1. covers — a. being used
c 2. screen — b. security
a 3. occupied — c. curtain
b 4. well-being — d. linens

5 APPEARANCE - STUDY GUIDE UNIT 1

Possible Points 25 ____

I. Fill in the blanks using the words below.

pride
polished
field
hygiene
fresh
untidy
wrinkled
odors
rips
mended
spots
prevent
personal
appearance

Taking pride in how you look is important in the health field. People don't want an untidy person taking care of them. Not only is a worker's appearance important to the patient, but it helps to prevent the spread of germs.

Clothing, such as uniforms, should always look fresh. Wrinkled clothing with dirty spots does not look clean. Spots should be removed. Uniforms need to be pressed if they are wrinkled. Rips and splits in seams need to be mended. Lost buttons should be replaced. Shoes should fit properly and be polished often.

Preventing offensive odors is a must. Bathing often and brushing your teeth thoroughly will help to prevent bad odors. Deodorant will keep you smelling fresh all day. Clean hair that is nicely styled will help to round out a nice personal appearance.

Good personal hygiene tells a lot about a person. It helps patients feel better knowing that the people taking care of them take pride in how they look and in their jobs as health-care workers.

II. Multiple choice.

d 1. This article is mostly about a health worker's

a)salary.
b) shoes.
c) uniforms.
d) personal cleanliness.

a 2. Bad body odors can be prevented by all of the following except

a) using perfume.
b) brushing your teeth.
c) taking a bath.
d) using deodorant.

d 3. According to this article, an example of poor grooming is

a) clean hair.
b) wearing perfume.
c) white tennis shoes.
d) a wrinkled uniform.

c 4. From this article, you can infer that

a) smoking cigarettes causes bad breath.
b) health-care workers are not clean.
c) germs can be spread in many ways.
d) jewelry should be limited to a watch and a wedding ring.

c 5. Untidy refers to a person who is

a) neat.
b) evil.
c) sloppy.
d) poor.

b 6. An offensive odor refers to something that

a) is old.
b) smells bad.
c) smells good.
d) is new.

III. Matching

d	1. wrinkled	a. sewn
c	2. rips	b. obnoxious
a	3. mended	c. tears
e	4. pride	d. not smooth
b	5. offensive	e. self-respect

8 CRUTCHES - STUDY GUIDE UNIT 1

Possible Points 26 _____

I. Fill in the blanks using the words below.

crucial
important
armpit
problems
fitted
correctly
lean
balanced
shoes
adjust
axillary
fit
support
front

Crutches are used to support patients who need help walking. Crutches must be properly fitted for each patient. If they are not, the pressure that gets applied to the armpit area can cause injury to the radial nerve. This can result in problems with the hands.

When you fit crutches to a patient, you should observe several important points. First, the patient should wear walking shoes. The shoes should fit well and have a 1-inch to 1 1/2-inch heel. The patient should lean against a wall for support. A chair can also be used for more support. The weight should be balanced on the unaffected foot.

The crutches should be 4 inches in front of the patient and 4 inches to the side. The length should be fixed so that there are 2 inches between the support and the axillary bar of the crutches. Finally, adjust the hand piece so that the elbows are flexed at a 30-degree angle. It is very crucial for crutches to fit each patient correctly.

II. Multiple choice.

d 1. The main idea of this article is that

a) there are many different kinds of crutches.
b) there are different kinds of aids for people who need help walking.
c) improperly fitted crutches can cause serious injury to the hands.
d) crutches should be properly fitted to each patient.

b 2. Crutches that are not fitted properly can

a) do very little harm to the patient.
b) result in problems with the hands.
c) result in the patient walking.
d) cause sores to develop under the patient's armpits.

c 3. When fitting a patient for crutches, the crutches should be

a) 2 inches in back and 2 inches to the side.
b) 2 inches in front and 2 inches to the side.
c) 4 inches in front and 4 inches to the side.
d) directly under the armpit.

c 4. You can conclude from this article that when fitting a patient for crutches, it is important to consider

a) weight.
b) age.
c) height.
d) the patient's injury.

b 5. Something that is crucial is

a) strong.
b) important.
c) unnecessary.
d) limited.

b 6. If something is unaffected, it is

a) felt.
b) not hurt.
c) hurt.
d) assumed.

III. Matching

c 1. fitted	a. injury
b 2. crucial	b. important
d 3. applied	c. adjusted
a 4. harm	d. put on

9 SHOCK - STUDY GUIDE UNIT 1

Possible Points 30 _____

I. Fill in the blanks using the words below.

recognize
shallow
inadequate
circulation
complain
body
lead
vision
brain
wet
step
blood
signs
supply
organs
cause
injury

When a person is injured or ill, his or her body can go into shock. This can happen with any injury or illness for which the person needs first aid. Shock is the result of an inadequate supply of blood to the body organs, especially the heart and brain. If it is not treated, shock can lead to death. This can happen even if the injury or illness is not that serious. It is important to recognize shock and give proper care.

There are many signs of shock. The skin can turn pale or bluish-gray. The skin may also be cool or cold when you touch it. It can also feel wet or clammy. The pulse is rapid and weak. Breathing can also be rapid, shallow, and irregular. Blood pressure is low. As the shock gets worse, a person may become very weak and confused. The person may be very thirsty or may complain of nausea. The person may also complain about blurred vision.

Medical help should be obtained for this person immediately. The first step in treating shock is to eliminate the cause of the shock. Next, try to improve circulation of the blood, especially to the heart and brain. Make sure there is a good supply of oxygen. Finally, make sure the body temperature is maintained. It is important to look for signs of shock while providing care for an injury or illness.

II. Multiple choice.

a 1. This article explains

a) the importance of checking for and treating shock when someone is injured or ill.
b) shock.
c) the signs that indicate shock when someone is injured or ill.
d) who to call when a person goes into shock.

d 2. All of the following are signs of shock except

a) the pulse is rapid and weak.
b) vision may become blurred.
c) breathing is irregular and shallow.
d) the face appears warm and flushed.

a 3. The last step in treating a person with shock is to

a) maintain body temperature.
b) improve blood circulation.
c) eliminate the cause of the shock.
d) position the victim.

c 4. You can infer from this article that shock

a) hardly ever occurs with illness.
b) is not very serious.
c) can be more dangerous than the actual injury.
d) occurs often with injuries.

c 5. If something is inadequate, it means there is

a) too much.
b) just the right amount.
c) not enough.
d) nothing left.

a 6. Irregular, as used in this article, means

a) not the normal way.
b) having no changes.
c) without problems.
d) not straight.

III. Matching

f 1. eliminate
a 2. clammy
g 3. rapid
e 4. cause
d 5. supply
b 6. lead to
c 7. irregular

a. damp
b. result in
c. uneven
d. amount
e. reason for
f. omit
g. fast

10 NURSES - STUDY GUIDE UNIT 1

Possible Points 20

I. Fill in the blanks using the words below.

prevention
private
constant
areas
business
team
government
assessments
order
community

A nurse is part of the health-care team that gives health care to people. Nurses may perform health assessments of patients. They may also provide services for patients. Nurses may also order tests. They care for patients who are very sick. They may teach people about the prevention of illnesses.

There are many kinds of nurses. A hospital nurse gives care to patients who are in bed. Private-duty nurses provide care for those who are very sick and need constant attention. A community-health nurse may instruct people or care for people in schools or clinics. Office nurses help doctors in private practice. An industrial nurse provides care for workers in business and industry and may also teach about employee health.

Nurses can work in many areas, including hospitals, nursing homes, and clinics. They can also work in private doctors' offices. Nurses can be found in private and public schools and in businesses and industry. Nurses can also be employed by the government or the military. Nurses can be found in many different places in the work world.

II. Multiple choice.

b 1. This article is mostly about

a) health-care workers.
b) kinds of nurses.
c) different hospitals.
d) nurses.

d 2. A community-health nurse cares for

a) patients who are in bed.
b) workers in businesses and industry.
c) those who need constant attention.
d) people in schools or clinics.

a 3. According to this article, nurses are employed by all of the following except

a) families.
b) the military.
c) private schools.
d) the government.

a 4. This article implies that the job of a nurse is

a) very important.
b) not necessary in many places.
c) losing its importance.
d) just to care for sick people.

d 5. When a nurse makes a health assessment, he or she

a) teaches about health.
b) treats an illness.
c) gives out medicine.
d) looks at a person's health.

d 6. In this article, prevention refers to something that is

a) a strange occurrence.
b) allowed to happen.
c) changed and improved.
d) kept from happening.

III. Matching

c	1. constant	a. look at
a	2. assess	b. stop
b	3. prevent	c. full-time
d	4. private	d. not public

6 HOME HEALTH-CARE AIDES RESPONSIBILITIES
STUDY GUIDE UNIT 1

Possible Points 30 ____

I. Fill in the blanks using the words below.

dressings chores injury services preparing illness condition
children move train breathing duties homes disabled
surgery

A home health-care aide takes care of people who are sick or disabled. This allows the patients to live in their own homes. Many home health-care aides work with older people. Some home health-care aides work with families where small children need care. They provide home-management services, personal care, and emotional support for people.

The duties of a home health-care aide vary. People recuperating from major surgery may need care. People suffering from a chronic condition may need help several times a week. Home health-care aides may do light housekeeping chores. They may also have home-management duties, such as planning meals, shopping for food, and preparing meals.

Personal care includes helping people take baths or wash their hair. A home health-care aide may help people move from their bed to a chair or into another room. Home health-care aides also check pulse and breathing. They may have to change dressings and help with exercises.

Home health-care aides may also provide instruction and support. They may work with families to train them to help the injured or ill person. Home health-care aides also provide support and understanding, which may be greatly needed to help the person and the family deal with the illness or injury.

II. Multiple choice.

d 1. The main idea of this article is to

a) describe home health-care aides.
b) describe the duties of a home health-care aide.
c) discuss the training needed to become a home health-care aide.
d) define the home-management duties of a home health-care aide.

b 2. According to this article, a home health-care aide allows many people who would normally be in a hospital to

a) recover from their illness or injury more quickly.
b) live at home with their families.
c) be worry-free about their homes or pets.
d) get together with other people suffering from the same illness or injury.

u 3. Home health-care aides do not assist people with

a) taking their medicine.
b) cleaning themselves.
c) moving around.
d) changing dressings.

b 4. You can infer from this article that home health-care aides may work

a) twice a month.
b) every day.
c) once a month.
d) once a week.

a 5. When you recuperate from something, you

a) get better.
b) get worse.
c) get sick.
d) die.

a 6. Something that is chronic

a) is long and drawn out.
b) never comes back.
c) is hardly ever with you.
d) is short and quick.

III. Matching

e	1. aide	a. bandages
f	2. surgery	b. long, drawn out
i	3. deal with	c. duties
d	4. infer	d. conclude
h	5. recuperate	e. helper
c	6. chores	f. operation
b	7. chronic	g. feelings
a	8. dressings	h. get better
g	9. emotions	i. handle

7 BURNS - STUDY GUIDE UNIT 1

Possible Points 30 ____

I. Fill in the blanks using the words below.

severe
burn
caused
swollen
blister
endings
swelling
radiation
underlying
contact
common
layers
discolored
immersion
degree

A burn can be caused by heat or fire. It can also be caused by chemicals, radiation, or electricity. Burns can be grouped as first degree, second degree, and third degree.

A first-degree burn is the least severe. The skin becomes red or discolored. The victim will feel pain. There may be mild swelling. Common causes of first-degree burns include too much sun or brief contact with hot objects.

Second-degree burns usually cause injury to the outer layer of the skin. A blister forms, and the skin is red and swollen. The surface of the skin may appear to be wet. There is much pain. Some frequent causes of second-degree burns are sun lamps, contact with hot liquids, and burns from fires.

Third-degree burns are the most severe types of burns. They involve injury to all layers of the skin. There is also damage to the underlying tissues. The burned area can have a white appearance. If the nerve endings have been destroyed, the victim may not feel a lot of pain. Some of the causes of third-degree burns are fires, electricity, and immersion in hot liquids.

II. Multiple choice.

c 1. This article was written to

a) define a burn.
b) list the causes of burns.
c) explain the different kinds of burns.
d) describe first-aid treatment for burns.

a 2. One of the signs of a second-degree burn is

a) the skin is discolored.
b) the burned area appears white.
c) an injury to the outer layer of skin.
d) nerve endings are frequently destroyed.

c 3. A first-degree burn can be caused by

a) electricity.
b) using a sun lamp too much.
c) too much sun.
d) fire.

a 4. You can infer from this article that

a) the higher the degree of burn, the more damage caused.
b) burns should never be treated with grease or butter.
c) no matter how mild the burn is, you should receive medical treatment.
d) the lower the degree of burn, the more damage caused.

d 5. Another word for severe, as used in this article, is

a) cold.
b) sharp.
c) strict.
d) serious.

b 6. In this article, to immerse means to

a) take off.
b) put into.
c) set on top.
d) take out.

III. Matching

f	1. underlying	a. change shade
e	2. degree	b. thickness
h	3. contact	c. often
g	4. immersion	d. raised area
i	5. severe	e. intensity
b	6. layers	f. beneath the surface
c	7. frequently	g. dipped into
a	8. discolored	h. touch
d	9. blister	i. very serious

8 AIDS - STUDY GUIDE UNIT 1

Possible Points 30 _____

I. Fill in the blanks using the words below.

immune breaks tragic avoiding contact crisis spread
victims defense injecting infection death diseases transfusions
cure

AIDS is a feared and tragic disease that affects the people of every country in the world. It is because the victims of AIDS suffer from many painful diseases, and very often, a terrible death. There is no cure at present. Health experts have warned about this growing crisis. People need to learn the facts about AIDS.

AIDS stands for Acquired Immune Deficiency Syndrome. It is a disease that breaks down the immune system, which is the body's natural defense system. Without the immune system, a person's body cannot fight infection and deadly diseases, such as Cancer. That is why people with AIDS get so many life-threatening diseases. It is these diseases that people fear the most, because they usually cause the suffering and death of AIDS patients.

However, it is not easy to get AIDS. You cannot get AIDS by hugging someone or because an infected person sneezed. AIDS is spread by sexual contact, by sharing needles for injecting drugs, or by blood transfusions. AIDS is a threat if risks are taken. Avoiding the kinds of behavior that lead to AIDS may be one way of stopping the spread of the disease. While scientists search for a cure, education is the best defense.

II. Multiple choice.

b 1. This article supports the main idea that

a) people should support AIDS research.
b) people should learn about AIDS.
c) people can get AIDS by sharing needles.
d) AIDS has many causes.

d 2. You can get AIDS

a) if an infected person sneezes near you.
b) by hugging someone.
c) by casual contact.
d) by sexual contact.

c 3. According to this article, AIDS is feared because

a) you may lose your job.
b) reduce risk.
c) you can get other painful diseases if you have AIDS.
d) medical insurance does not cover AIDS treatment.

KK1

1 SAFETY - STUDY GUIDE UNIT 2

Possible Points 30 ____

I. Fill in the blanks using the words below.

charge nurse
environment
consequences
entire
spills
prevent
hazards
clutter
cause
mopped
safety
replaced
deal
precautions

Safety in hospitals and nursing homes is a cause for concern. It is easier to prevent an accident than to handle the consequences after it happens. A good health-care worker will be on the alert for safety hazards at all times. Safety is everyone's business. It protects the patients, their visitors, and the entire nursing staff. A great deal of money and lives could be saved each year if more precautions were taken against unsafe conditions.

Some of the things to watch for are burned-out light bulbs. Burned-out light bulbs should be replaced quickly. Floors need to be mopped as often as necessary. Spills or wet spots can cause a person to slip and fall. Hallways, steps, and floors should be kept free of clutter. If a glass breaks, it should be swept up right away.

Common sense is an important ingredient in creating a safe environment. Sometimes it is the little things, such as a pencil on the floor, that will cause a serious accident. All safety hazards, regardless of how small, need to be reported to the charge nurse or the person responsible for the hospital or nursing home.

II. Multiple choice.

b 1. This article is mainly about

a) safety.
b) preventing accidents and injuries in health-care facilities.
c) reporting safety hazards.
d) unsafe situations.

d 2. Safety hazards should be reported to

a) any nurse.
b) the patient.
c) a janitor.
d) the person in charge.

b 3. If a glass breaks, you should

a) fill out a safety report.
b) sweep up the pieces.
c) call the janitor.
d) pick up the pieces carefully.

d 4. You can infer from this article that accidents can be caused by all of the following except

a) scissors.
b) a thermometer.
c) a paper clip.
d) dust.

d 5. The word hazards is used to describe things that are

a) harmless.
b) fatal.
c) sloppy.
d) dangerous.

c 6. Another word for precautions is

a) orders.
b) claims.
c) safeguards.
d) problems.

III. Matching

f	1. precautions	a. whole
h	2. environment	b. reason
a	3. entire	c. lose balance
i	4. hazard	d. results
b	5. cause	e. put back
g	6. concern	f. safeguards
d	7. consequences	g. worry
e	8. replaced	h. surroundings
c	9. slip	i. danger

3 JOB ADS FOR WORKERS - STUDY GUIDE UNIT 2

Possible Points 20 ____

I. Fill in the blanks using the words below.

ads **qualified** **preferred** **classified** **facility** **required** **negotiable**
benefits **apply**

Many jobs for health-care workers are listed in the classified section of the newspaper. There are jobs for nurses, ward clerks, dietary aides, nurse aides, and medical assistants. Finding the right job involves a great deal of hard work. The ads that follow are examples of jobs in the health-care field.

Ad #1
NURSE AIDE. Positions available for certified nurse aides. Work 3 P.M. - 11 P.M. shift. Only those qualified need apply. Must apply in person. No phone calls accepted. Northgate Nursing Home, Oak Road.

Ad #2
MEDICAL ASSISTANT. Full time for busy doctor's office. Experience preferred. Typing required. Salary negotiable. Call 493-7206 between 9 A.M. and 5 P.M. Ask for Mrs. Thomas.

Ad #3
DIETARY AIDES. Now hiring full/part-time. Full benefits package. Excellent working conditions. New facility. Apply Maple Manor Health Care Center, Maple Avenue.

II. Multiple choice.

d 1. The purpose of this article is to show that

a) nurses are always in demand.
b) finding a job is hard work.
c) jobs in the health field are listed in the want-ad section.
d) the health field is not limited to doctors and nurses.

b 2. To apply for the job in ad #2, you should

a) be a certified nurse aide.
b) have typing skills.
c) have phone skills.
d) have computer experience.

a 3. Ad #1 would be a good job if you

a) prefer working during the evening.
b) do not want to work weekends.
c) prefer working in a hospital.
d) are interested in top wages.

a 4. From ad #3, you can infer that

a) there are many positions available.
b) night shifts are available.
c) there is one position available.
d) experience is required.

c 5. The word facility, as used in ad #3, refers to

a) a skill.
b) an operation.
c) a building.
d) an activity.

d 6. The word certified, as used in ad #1, refers to someone who

a) is committed to a hospital.
b) graduated from college.
c) has a job in a hospital.
d) has had special training.

III. Matching

b 1. facility	a. trained
e 2. in demand	b. building
d 3. wages	c. changeable
a 4. certified	d. pay
c 5. negotiable	e. needed

2 ROUTINES - STUDY GUIDE UNIT 2

Possible Points 30 _____

I. Fill in the blanks using the words below.

routine
visitors
admitted
temperature
respiration
TPR
staff
discharged
changed
throughout
medications
physical therapy
treatments
removed
pulse

The daily nursing routine in a hospital usually begins at 7 A.M. The nurses and aides begin the day by taking patients' temperature, pulse, and respiration. This is known as TPR. As soon as this is accomplished, they get the patients ready for breakfast. Soon after the breakfast trays are removed, it is bath time. Following bath time, rooms are cleaned and beds are changed.

During the morning hours, most of the treatments are done. This is usually the time when the doctors make their rounds. If a patient is going to be discharged, it is usually in the morning. Taking x-rays, giving medication, and doing physical therapy take place all day long.

After lunch is served, visiting hours begin in most hospitals. Often, new patients are admitted in the early afternoon. At about 3 P.M., a change in the nursing staff takes place.

The evening hours begin with dinner. TPR's are taken again. In most hospitals, the visitors are asked to leave between 8 P.M. and 9 P.M. This gives the nursing staff time to prepare their patients for another night of rest. The nurses and aides who arrive for work at 3 P.M. are replaced by the last shift of the day at 11 P.M. Only necessary treatments and medications are given throughout the night. In a few short hours, the daily routine begins again.

II. Multiple choice.

d 1. In this article, the author is trying to describe

a) hospital routines.
b) early morning and bedtime care.
c) nurses' reports.
d) daily nursing routines in a hospital.

a 2. According to this article, most treatments are done

a) in the morning.
b) immediately after breakfast.
c) in the early afternoon.
d) after the doctors make their rounds.

d 3. The morning routine begins by

a) serving breakfast.
b) changing beds.
c) giving baths.
d) taking TPR's

a 4. According to this article, a routine x-ray probably would not be done

a) after 11 P.M. or before 7 A.M.
b) during breakfast hours.
c) after 12 P.M.
d) during visiting hours.

c 5. The word discharged is used in this article to describe a patient who is

a) going for treatment.
b) being replaced.
c) going home.
d) being taken in.

d 6. In this article, the word routine could best be replaced by

a) notice.
b) example.
c) courtesy.
d) procedure.

III. Matching

f 1. routine
i 2. throughout
h 3. removed
b 4. discharged
g 5. rounds
d 6. admitted
c 7. pulse
a 8. accomplished
e 9. treatments

a. finished
b. released
c. heartbeat
d. entered
e. therapies
f. procedure
g. patient checks
h. taken away
i. continuously

4 HEALTH-CARE WORKERS - STUDY GUIDE UNIT 2

Possible Points 30 ____

I. Fill in the blanks using the words below.

types	tactful	adapt	adults	requirements	school	working
infants	mistakes	sciences	mistake	background	corrected	ages
injury						

Although there are many different careers in health care, they all have certain common requirements.

A person going into health care should have a strong background in the sciences. The person also should have taken basic math courses as well as English courses. This helps to improve reading, writing, and speaking.

Health-care workers may care for persons of all ages. This includes newborn infants and elderly adults. Health-care workers should have a sincere interest in working with people. It is important to be able to work with all types of people. Health-care workers should be both patient and tactful when caring for people. They also should be good listeners. It is very important for health-care workers to get along with others.

Health-care workers must be accurate and honest. They are dealing with human lives. One mistake could lead to serious injury or death. Health-care workers must admit their mistakes so that they can be corrected.

Health-care workers also must be willing to adapt to change. Research and new inventions can bring about changes in techniques and procedures. This may mean going back to school, to become proficient in these changes.

II. Multiple choice.

d 1. The purpose of this article is to

a) discuss health-care workers.
b) describe the personal appearance of health-care workers.
c) list some of the high school courses that health-care workers should have taken.
d) explain some of the common characteristics that all health-care workers should have.

d 2. According to this article, health-care workers should have

a) at least a high school education.
b) a clean and neat appearance.
c) an appearance that shows confidence.
d) a sincere interest in working with people.

c 3. The job of a health-care worker can sometimes change due to

a) research and evaluations.
b) education and inspections.
c) research and inventions.
d) inspections and evaluations.

c 4. You can infer from this article that health-care workers must be

a) aware of the rules of the agency they are working for.
b) very knowledgeable of scientific practices.
c) reliable and trustworthy.
d) physically strong to lift certain people.

d 5. When you adapt to something, you

a) join with it.
b) study with it.
c) practice it.
d) fit in with it.

c 6. When you become proficient in something, you are

a) careful.
b) unskilled.
c) skilled.
d) confused.

III. Matching

f	1. adapt	a. saying the right thing
i	2. appearance	b. traits
g	3. mistakes	c. exact
h	4. research	d. skilled
d	5. proficient	e. own up to
b	6. characteristics	f. adjust to
e	7. admit	g. errors
c	8. accurate	h. study closely
a	9. tactful	i. the way one looks

5 CPR - STUDY GUIDE UNIT 2

Possible Points 21 _____

I. Fill in the blanks using the words below.

support practical not dummy circulation airway restore
focus cardiac unconscious

CPR, or cardiopulmanary rescusitation is used to restore breathing in an unconscious person. When a victim is unconscious, check to see if the victim is still breathing, also check to see if the heart is still beating. CPR uses artificial respiration and artificial circulation. CPR is used when the heart is not beating.

People must be trained before they can give CPR. This training prepares people to recognize cardiac arrest. This training also allows people to practice CPR both individually and as part of a team.

CPR training includes videos to show people how to do CPR. People practice doing CPR on a dummy. While they are giving CPR, the instructor tells them what they are doing wrong.

There are three things to focus on while doing CPR. First, the victim's airway must be opened. Then, breathing must be restored. Finally, circulation also must be restored.

To become certified to perform CPR, people must pass a written test. There is also a practical that must be passed. Only then can someone become certified in basic CPR. Professionals, such as hospital workers, are required to do even more for their certification in basic life support.

II. Multiple choice.

b 1. This article mainly discusses

a) CPR.
b) CPR and the training involved.
c) that CPR should be given to a victim when his or her heart is not beating.
d) how a person should give CPR.

d 2. According to this article, CPR training

a) is very expensive.
b) is something every person should have.
c) takes several months to complete.
d) prepares people to recognize cardiac arrest.

c 3. All of the following are involved in CPR except

a) the airway.
b) breathing.
c) the brain.
d) circulation.

_a_ 4. You can conclude from this article that CPR

a) is required for all hospital personnel.
b) in not taught properly in many cases.
c) training should not be as involved as it is.
d) is very involved and can save a person's life.

_c_ 5. An instructor is someone who

a) learns.
b) yells.
c) teaches.
d) challenges.

_c_ 6. When something is restored, it is

a) made larger.
b) stopped.
c) brought back.
d) moved.

III. Matching

_d_ 1. airway
_a_ 2. restore
_e_ 3. dummy
_c_ 4. cardiac
_b_ 5. arrest

a. revive
b. stop
c. heart
d. passageway
e. artificial person

6 GIVING A SHAMPOO - STUDY GUIDE UNIT 2

Possible Points 22 _____

I. Fill in the blanks using the words below.

scalp fluid disposable tangled approval gathered
method excess thermometer

Sometimes a health-care aide will need to give a shampoo to a bed patient. There are two methods that can be used. One is a fluid dry cleaner. It is easy to use, and it leaves a patient's hair looking very nice. The other method is a regular shampoo. A regular shampoo usually requires the doctor's approval.

If a regular shampoo is given, certain materials must be gathered. You will need a comb, towels, shampoo, a bath blanket, a pitcher, and a bath thermometer. A plastic sheet and disposable bed protectors are also needed. Sometimes a patient's hair is tangled. If it is, you might need some petroleum jelly to remove the tangles. If the patient's hair is quite oily, alcohol can be used to remove the excess oil.

Once everything is ready, proceed with the shampoo. Make sure that you do not get the bed wet. Also, be very careful not to pull the patient's hair, scratch the patient's scalp, or get shampoo into the patient's eyes. Special care must be given to keep the patient warm so he or she will not be cold.

II. Multiple choice.

a 1. The purpose of this article is to tell you how to

a) give daily hair care.
b) remove tangles from the hair.
c) give a bed shampoo.
d) shampoo hair.

b 2. If the patient's hair is tangled, use

a) baby oil.
b) petroleum jelly.
c) tangle-free shampoo.
d) alcohol.

d 3. According to this article, all of the following items are needed for giving a bed shampoo except a

a) plastic sheet.
b) pitcher.
c) comb.
d) mirror

b 4. From the information in the article, you can conclude that it is important to

a) shampoo the patient's hair often.
b) be very gentle when giving a bed shampoo.
c) explain to the patient what you are going to do.
d) use a gentle shampoo.

b 5. In this article, the word excess is used to mean

a) not very much.
b) more than usual.
c) about normal.
d) a small amount.

d 6. Disposable refers to something that can be

a) put in place.
b) used again.
c) gotten along without.
d) thrown away.

III. Matching

e 1. scalp	a. overamount
g 2. tangled	b. liquid
b 3. fluid	c. assembled
f 4. disposable	d. OK
a 5. excess	e. skin on head
d 6. approval	f. thrown away
c 7. gathered	g. twisted

/ COMMUNICATING WITH PATIENTS - STUDY GUIDE UNIT 2

Possible Points 30 ____

I. Fill in the blanks using the words below.

lie
fact
avoid
naturally
genuine
injured
basic
felt
concerns
skills
listening
concentrate
advice
communicate
face

The ability to communicate with patients is one of the most important skills in any health field. Communicating involves many other skills, such as using adequate vocabulary, speaking clearly, listening, and observing. In addition, you must show the patient that you want to help by having a genuine concern for patient needs.

One of the most basic skills is knowing how to listen. You should position yourself at the patient's level. Face the patient and lean forward a little. By sitting this way, you let the patient know how important his or her Concerns are to you. Listen with interest to what the patient is saying. Do not let your mind wander. Try to concentrate.

Speak to the patient naturally. Think of the patient as a friend. If you have ever been ill or injured, try to remember how it felt. Put yourself in the patient's position. If needed, offer sincere and thoughtful reassurance based only on fact.

Do not lie to the patient, but be honest. Think before you say anything and listen while you speak. The advice you give may help avoid difficulties when communicating with patients.

II. Multiple choice.

a 1. The main idea of paragraph 2 is how to

a) listen effectively to patients.
b) effectively observe patients.
c) communicate with patients.
d) concentrate on patients.

a 2. The article mentions that one way to better understand a patient is to

a) try to remember how you felt being ill.
b) read the patient's chart.
c) talk to the patient's family.
d) try to reason away a patient's fears.

d 3. According to this article, communicating involves all of the following except

a) observing.
b) listening.
c) speaking clearly.
d) writing.

C 4. This article suggests that

a) hospitals ignore patient needs.
b) patients are unpredictable.
c) simple actions have far-reaching effects.
d) patients are difficult to control.

C 5. In this article, genuine means

a) unpleasant.
b) clever.
c) honest.
d) false.

C 6. Reassurance means

a) respect.
b) advice.
c) confidence.
d) purpose.

III. Matching

e	1. genuine	a. look at directly
f	2. concerns	b. watching
h	3. avoid	c. speaking, listening
i	4. reassurance	d. suggestion
b	5. observing	e. honest
a	6. face	f. problems
g	7. wander	g. stray away
c	8. basic skills	h. stay away from
d	9. advice	i. confidence

8 PHYSICAL THERAPY - STUDY GUIDE UNIT 2

Possible Points 25 _____

I. Fill in the blanks using the words below.

treatments **sciences** **vary** **field** **bones** **rehabilitated**
massage **damage** **plentiful** **circulation**

One up-and-coming field in health care is physical therapy. Jobs in this field are plentiful all over the country. A physical therapist may be employed in hospitals, clinics, or nursing homes. Starting salaries may vary. Physical therapists work regular daytime hours with little night duty.

Physical therapists are highly skilled. Their education and training is strong in the sciences. To become licensed, all physical therapists must pass an examination in their state. Physical therapists must study biology, chemistry, physiology, and human anatomy, just to name a few.

A great deal of knowledge about the human anatomy is important. Physical therapists must decide the extent of damage to muscles, nerves, joints, or bones. These areas are often injured by accident or disease. The physical therapists must design and carry out many different treatments, such as exercise programs for strengthening weakened muscles.

Other treatments include heat or cold packs and massage to improve circulation. Many people have been rehabilitated to normal body movements, thanks to expert physical therapy.

II. Multiple choice.

b 1. This article mainly describes

a) physical therapy.
b) the education and duties of a physical therapist.
c) types of physical therapy treatments.
d) private physical therapy practices.

d 2. One reason why physical therapy is an up-and-coming field is

a) starting salaries are high.
b) physical therapists are intelligent.
c) employees receive many benefits.
d) jobs are plentiful all over the country.

a 3. This article mentions that in order to become licensed, all physical therapists must pass

a) a state examination.
b) a high school examination.
c) a medical school examination.
d) human anatomy examination.

a 4. Evidence from this article suggests that physical therapists probably are

a) highly trained experts.
b) trained to make moral decisions.
c) overworked and exhausted.
d) rude and unfeeling.

a 5. In this article, to vary means to be

a) different.
b) casual.
c) pleasant.
d) unusual.

b 6. In this article, plentiful means there is

a) a lack.
b) a great amount.
c) an examination required.
d) a special treatment for.

III. Matching

i 1. plentiful
e 2. exhausted
h 3. up-and-coming
g 4. rehabilitated
a 5. vary
c 6. extent
b 7. damage
d 8. massage
f 9. anatomy

a. be different
b. harm
c. degree of
d muscle rub
e. very tired
f. study of the body
g. restored
h. growing rapidly
i. numerous

14 PATIENT SPECIMENS AND TESTS - STUDY GUIDE UNIT 2

Possible Points 20 ____

I. Fill in the blanks using the words below.

mistakes cause lid throw labeled body's fluids handled contamination

Often, a doctor will order a blood or urine test for a patient. Blood and urine are two examples of the __body's__ fluids. Samples of body __fluids__ are often tested to aid a doctor in finding the __cause__ of an illness.

No matter what kind of body fluid is to be tested, they are all __handled__ in the same way. Taking great care is the key to handling any specimen.

The specimen must be kept free of __contamination__. This means that nothing but the specimen can touch the inside of the container or __lid__. If someone's finger touches the inside of the container or lid, __threw__ away both of them.

After the sample is collected, it must be __labeled__ and placed in the correct container. The label must have the patient's name, the date, the kind of specimen, the time, and the name of the patient's doctor. Taking care to avoid problems and __mistakes__ is very important for getting accurate test results.

II. Multiple choice.

__b__ 1. The main idea of this article discusses

a) collecting blood and urine samples.
b) careful collecting and handling of specimens.
c) patients' attitudes about testing.
d) different methods of testing specimens.

__c__ 2. When labeling specimens, the article mentions all of the following except the

a) patient's name.
b) date and time.
c) next of kin.
d) doctor's name.

__c__ 3. When collecting specimens, you should

a) wear a face mask.
b) sterilize all containers.
c) be careful not to contaminate the specimen.
d) wear rubber gloves.

d 4. When a specimen is handled improperly, it probably

a) needs to be tested twice.
b) should be indicated on the label.
c) should be transferred to another container.
d) will lead to incorrect test results.

b 5. If something is accurate, it is

a) full of errors.
b) free from mistakes.
c) left unattended.
d) simple to do.

d 6. If something has contamination, it is

a) acid.
b) perfect.
c) hard.
d) impure.

III. Matching

b	1. contamination	a. face protection
e	2. specimen	b. impurity
d	3. labeled	c. cover
a	4. mask	d. marked
c	5. lid	e. example

KEY

1 DEATH & DYING - STUDY GUIDE UNIT 3

Possible Points 30 _____

I. Fill in the blanks using the words below.

terms **crucial** **cultural** **hygiene** **contact** **physical** **dealing**
requests **sensitive** **emotional** **changed** **respect** **charge** **compassion**
helplessness

If you choose to enter the health field, you will have to come to terms with death and dying. As a health-care worker, contact with a dying patient will be a part of your job responsibility. It is important to remember that a dying patient has both physical and emotional needs. A good health-care worker will minister to both needs.

Physical care may include such things as changing a patient's position in bed, giving a back rub, or providing for some personal hygiene. It may also mean adding another blanket to help keep the patient warm. Or, it could be that the bed will need to be changed so that the patient is dry and comfortable. At all times, the health-care worker must maintain an attitude of respect and compassion for a dying patient.

Meeting the emotional needs is hardest. At times, you will deal with feelings of fear, anger, and helplessness You must also be sensitive to the patient's cultural and religious needs as well. Whenever possible, the patient's wishes should be given careful consideration. All requests, however insignificant, should be taken seriously and reported to the person in charge. It is crucial to be compassionate and understanding when dealing with the emotional needs of a dying patient.

II. Multiple choice.

c 1. This article is mainly about

a) how the family can help a dying patient.
b) the importance of being compassionate.
c) the physical and emotional needs of a dying patient.
d) death and dying.

a 2. This article mentions that the hardest needs to deal with are the

a) emotional needs.
b) physical needs.
c) cultural needs.
d) financial needs.

b 3. Emotional needs refer to all of the following except

a) fear.
b) nourishment.
c) helplessness.
d) anger.

c 4. The author probably wants to stress the importance of being

a) ambitious and hard working.
b) talented and creative.
c) kind and considerate.
d) efficient and dependable.

d 5. The word minister, as used in this article, means to

a) act as an aide in the hospital.
b) perform religious ceremonies.
c) give medicine to a patient.
d) attend to the wants and needs of a person.

c 6. Insignificant refers to something that is of

a) great concern.
b) great importance.
c) little importance.
d) major difficulty.

III. Matching

e	1. compassionate	a. extremely important
f	2. in charge	b. asks for
g	3. hygiene	c. being with
b	4. requests	d. weakness
i	5. culture	e. sensitive
a	6. crucial	f. responsible
h	7. minister to	g. cleanliness
c	8. contact	h. aid, serve
d	9. helplessness	i. country of origin

2 VITAL SIGNS - STUDY GUIDE UNIT 3

Possible Points 30 ____

I. Fill in the blanks using the words below.

data
oxygen
pulse
present
diagnosing
pressure
heat
skin
respiration
artery
stages
expelling
record
exerted
accurately

Temperature, pulse, respiration, and blood pressure are vital signs. In the medical profession, they are sometimes referred to as TPR and BP. As a health-care worker, you will be expected to take and record vital signs accurately. These signs provide important data about the patient's overall physical condition.

Temperature is a measurement of the heat lost and produced by the body. There are oral thermometers and rectal thermometers for taking temperature. Temperature can also be taken under the arm. A high or low temperature can mean that a disease may be present in the body.

The next vital sign to check is the pulse. As the heart beats and rests, the blood produces pressure against the walls of an artery. This is called a pulse. The pulse is usually taken over the arteries that are closest to the skin. There are seven spots in the body where the arterial pulse can be taken.

Respiration is the process of taking in oxygen and expelling carbon dioxide. This occurs as the patient breathes in and out. It is usually best not to let the patient know you are checking his or her respiration. It can be checked while your fingers are still on the patient's pulse.

Finally, the blood pressure aids in diagnosing certain illnesses in the body. It is a measurement of pressure that is exerted on the wall of the arteries by the heart during various stages of heart activity. Blood pressure is taken by a device called a sphygmomanometer.

II. Multiple choice.

a 1. A good title for this article would be

a) Measuring and Recording Vital Signs.
b) Four Vital Signs.
c) Vital Signs.
d) How to Record TPR and BP.

a 2. The vital sign that you should not let the patient know you are checking is

a) respiration.
b) temperature.
c) pulse.
d) blood pressure.

b 3. The article mentions that vital signs are taken to

a) make the patient feel more secure.
b) check the overall condition of the patient.
c) find out if the patient has a heart condition.
d) provide the patient's family with information.

c 4. Vital signs that are not taken and recorded accurately could

a) cause the patient discomfort.
b) give the patient high blood pressure.
c) endanger the life of the patient.
d) make the patient ill.

b 5. In this article, expelling means

a) taking in.
b) letting out.
c) forcing off.
d) giving to.

a 6. If something is exerted, it is

a) applied.
b) carried.
c) required.
d) gotten rid of.

III. Matching

g	1. exerted	a. levels
h	2. referred	b. exactly
f	3. vital	c. mouth
a	4. stages	d. letting out
b	5. accurately	e. blood vessel
i	6. data	f. important
c	7. oral	g. put into action
e	8. artery	h. mentioned as
d	9. expelling	i. information

3 SNIFFING INHALANTS - STUDY GUIDE UNIT 3

Possible Points 25 ______

I. Fill in the blanks using the words below.

ether runny addicted volatile inhalants craze slurred
chemicals symptoms "high" heart accidents sniffing silly vital

People have abused volatile substances for hundreds of years. Records show that in the early 1800's, people were sniffing chloroform and ether to get "high". In the 1950's, sniffing glue became the craze. Since then, people have been found sniffing nail polish remover, paint thinners, antifreeze, hair spray, and insect repellant.

There are many different types of symptoms found in "sniffers." They may have slurred speech, appear drunk, or act very silly. It is not uncommon for them to have red eyes, runny noses, or spots and sores around the mouth. Sometimes they even smell of chemicals. Sniffing also causes aggressive behavior, mood swings, confusion, and hallucinations.

The greatest danger of sniffing is called sudden sniffing death, which is caused by heart failure. Accidents are another cause of death. Another risk to the health of a sniffer is damage to the kidneys, liver, and other vital organs. Sniffing can also cause brain damage.

Finally, sniffers addicted to inhalants will often go on to use other drugs. They usually take drugs because the inhalants are no longer producing the same "high" that they once did.

II. Multiple choice.

a 1. The statement that best supports the main idea is:

a) Some people sniff inhalants.
b) Most sniffers are younger than 18 years old.
c) Sniffing common household products is a form of substance abuse.
d) The sniffing craze began in the 1950's.

a 2. This article gives specific facts about

a) the dangers of sniffing inhalants.
b) withdrawal symptoms of sniffing.
c) the kind of people who become sniffers.
d) how sniffers cn kick the habit.

c 3. According to this article, sniffing can cause

a) fever and chills.
b) diabetes.
c) brain damage.
d) depression.

d 4. The idea that sniffers will go on to use other drugs is

a) propaganda.
b) hard to believe.
c) untrue.
d) based on facts.

d 5. As used in this article, symptoms are

a) violent fits.
b) special circumstances.
c) creative ideas.
d) signs that something is wrong.

d 6. Aggressive, as used in this article, means

a) becoming sad.
b) acting silly.
c) acting in a mild manner.
d) acting in a hostile fashion.

III. Matching

d 1. aggressive	a. biased information
e 2. craze	b. dangerous
c 3. slurred	c. unclear
b 4. volatile	d. hostile
a 5. propaganda	e. popular activity

4 HEALTH RIP-OFFS - STUDY GUIDE UNIT 3

Possible Points 25 _____

I. Fill in the blanks using the words below.

serious	**swindlers**	**misled**	**rip-offs**	**death**	**form**	**magic**
revealed	**cures**	**sold**	**advertisements**		**treatment**	

A report by the American Medical Association _revealed_ that over one billion dollars has been spent each year by people who are looking for _magic_ cures. These cures sometimes are known as health _rip-offs_.

Advertisements for these cures can be found in newspapers, flyers, pamphlets, and magazines. They are even _sold_ door to door by salespeople. There are magic cures for cancer, arthritis, heart disease, and many other _serious_ diseases.

Each year, millions of dollars are spent looking for quick _cures_ for arthritis. There are bracelets, necklaces, potions, creams, and pills. The list can go on and on. In fact, arthritis is a favorite with the quick-cure _swindlers_.

Unfortunately, some cures can have devastating results. Some even lead to _death_. A person with a deadly _form_ of cancer may decide to use one of these magic cures rather than a proven medical _treatment_.

Often, these cures are used out of a sense of fear, frustration, or desperation. A seriously ill person is often _misled_ by promises of a miracle. Instead of being cured, he or she has put off medical treatment until it is too late.

II. Multiple choice.

_c_ 1. This article is mainly about

a) magic-cure advertising.
b) health rip-offs.
c) how people are fooled by promises of magic cures.
d) how to become a quick-cure salesperson.

_d_ 2. According to this article, a favorite with the quick-cure swindler is

a) headaches.
b) high blood pressure.
c) backaches.
d) arthritis.

_b_ 3. All of the following forms of advertising are mentioned except

a) flyers.
b) TV commercials.
c) magazines.
d) newspapers.

b 4. You can infer from this article that

a) magic cures can relieve arthritis.
b) swindlers don't care about the seriously ill.
c) people are losing faith in the medical profession.
d) many people die needlessly each year.

d 5. In this article, if a person is misled, that person is

a) supported.
b) helped.
c) confused.
d) deceived.

b 6. In this article, a potion is a

a) magic plant.
b) liquid dose of medicine.
c) copper bracelet.
d) voodoo doll.

III. Matching

c 1. misled
d 2. revealed
a 3. swindlers
e 4. form
b 5. rip-off
h 6. potion
g 7. put off
f 8. devastating

a. liars
b. cheat
c. deceived
d. showed
e. type
f. dangerous
g. delayed
h. liquid dose

3 HAND WASHING - STUDY GUIDE UNIT 3

Possible Points 35 ____

I. Fill in the blanks using the words below.

thoroughly
contaminated
complications
faucet
brush
lather
asepsis
disease
flow
scrub
end
towel
wrists
ill
procedure
jewelry
assemble
hands
fingers
suffering

People working in the health field must perform various asepsis procedures. One very important procedure is hand washing. Contaminated hands that have not been washed properly can cause serious complications in an already ill person. Clean hands also protect the health-care worker from illness and disease. Properly washed hands can alleviate unnecessary suffering.

The first thing to remember in hand washing is to remove all jewelry. If a watch is worn, it must also be removed. Next, assemble all supplies, such as soap, paper towels, a hand brush, and an orange stick.

Turn on the faucet and point both hands in a downward position. Lather well for at least one minute. Make sure to thoroughly wash between the fingers and around the wrists. Use the blunt end of the orange stick to clean under the nails.

Scrub the hands with the brush. Water should flow down and off the hands. With a paper towel, dry from the fingers to the wrists. Make certain that objects are not touched in the process. Use a paper towel to turn off the faucet.

II. Multiple choice.

C 1. This article is mainly about

a) how germs are spread from person to person.
b) hand washing.
c) the recommended method for washing hands.
d) supplies needed for hand washing.

C 2. The article specifies that

a) nails should be kept short.
b) warm water should be used.
c) jewelry should be removed.
d) soap should contain an alkali.

a 3. To clean under the nails, use

a) an orange stick.
b) a soft brush.
c) a nail.
d) a stiff brush.

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c 4. From this article, you can infer that

a) hot water kills more germs than warm water.
b) health-care workers can wear jewelry.
c) careful hand-washing procedures prevent the spread of germs.
d) hand washing is a nuisance.

d 5. Contaminated refers to something that is

a) pure.
b) dull.
c) ugly.
d) dirty.

b 6. In this article, assemble means

a) purchase.
b) gather together.
c) pull apart.
d) enlarge.

III. Matching

i 1. assemble
h 2. thoroughly
f 3. procedure
g 4. asepsis
b 5. alleviate
c 6. nuisance
d 7. scrub
a 8. contaminated
e 9. lather

a. full of germs
b. make less
c. bother
d. wash well
e. soap
f. process
g. germ-free
h. completely
i. bring together

4 INTERPERSONAL SKILLS - STUDY GUIDE UNIT 3

Possible Points 25 _____

I. Fill in the blanks using the words below.

colleagues
optimal
stress
interfere
cope
trust
enable
resistance
individuals
confidence
valuable
recover

Interpersonal skills are skills that develop a good relationship between individuals. The health-care worker needs these skills to establish a helpful relationship with patients. Knowledge alone is not enough to provide optimal care. All types of health-care workers consider interpersonal skills important in providing optimal care for patients.

Good interpersonal skills help the health-care worker interact with patients and other health-care workers. These skills also help the health-care worker cope with stress.

Warmth and active listening enable the health-care worker to develop a relationship of confidence with patients and colleagues. Finally, these skills can be used to help patients overcome personal problems that interfere with their health care.

Good interpersonal skills are valuable for many reasons. They can relax a patient during data gathering and promote the patient's trust in the health-care worker. Good interpersonal skills can also establish trust and reduce resistance to therapy. These skills can also improve the ability of the patient to cope with and recover from injury or illness.

II. Multiple choice.

d 1. This article was written to

a) describe what good interpersonal skills can do for health-care workers.
b) explain how to develop good interpersonal skills.
c) describe the importance of good interpersonal skills.
d) explain the value of good interpersonal skills for health-care workers.

b 2. Patients will receive the best care when health-care workers use their interpersonal skills along with

a) life histories.
b) knowledge.
c) treatment.
d) diagnosis.

d 3. According to this article, a health-care worker who is warm and caring will

a) be more accurate in patients' diagnoses.
b) spend too much time with individual patients.
c) become too involved in patients' personal problems.
d) develop a trusting relationship.

d 4. You can infer from this article that friendly, caring health-care workers help patients do all of the following except

a) be relaxed.
b) reduce resistance to therapy.
c) be trusting.
d) be worried and nervous.

a 5. Another word for optimal is

a) best.
b) biggest.
c) longest.
d) worst.

c 6. A colleague is someone who

a) you live with.
b) is in the hospital.
c) you work with.
d) is newly promoted.

III. Matching

d 1. reduce
f 2. cope
e 3. enable
g 4. colleagues
b 5. optimal
c 6. interact
a 7. data gathering

a. finding facts
b. highest, most
c. associate with
d. diminish
e. allow
f. deal with
g. co-workers

5 MEDICAL ASSISTANTS - STUDY GUIDE UNIT 3

Possible Points 21 _____

I. Fill in the blanks using the words below.

correspondence	**promising**	**blood**	**dressings**	**greeting**
administrative	**nursing**	**treat**	**drawing**	**clinic**

Medical assistants help doctors examine and treat patients. They perform most of the administrative duties necessary to keep an office running smoothly. This includes recording the height, weight, temperature, and blood pressure of patients.

Medical assistants also take down patients' medical histories and may perform basic laboratory tests. If necessary, medical assistants may also tell patients about medications and self-treatment. Some other responsibilities of a medical assistant may include drawing blood, taking x-rays, and applying dressings.

Other duties of a medical assistant include answering the phones and greeting patients, as well as recording and filling patients' medical records. Medical assistants also fill out medical reports and insurance forms, handle correspondence and schedule appointments. The responsibilities of a medical assistant are very important.

The work setting for medical assistants can be in a doctor's private practice, or in a hospital or clinic. Medical assistants can also work in nursing homes or in various other health-care facilities. Because of the growing number of doctors, group medical practices, and other health-care centers, the outlook for new workers in the medical-assistant field looks promising

II. Multiple choice.

a 1. This article is about

a) the job responsibilities of medical assistants.
b) the work setting for medical assistants.
c) medical assistants.
d) training and salary possibilities for medical assistants.

c 2. According to this article, the duties of a med. assist. include all of the following except

a) drawing blood.
b) taking x-rays.
c) giving an EKG.
d) obtaining medical histories.

b 3. One of the administrative duties performed by a medical assistant is

a) performing minor surgery.
b) scheduling appointments.
c) writing prescriptions.
d) giving patients medication.

b 4. You can infer from this article that over the next few years

a) the number of people employed as medical assistants will decrease.
b) the number of people employed as medical assistants will grow.
c) more education and training will be required for medical assistants.
d) the salaries of medical assistants will rise quickly.

c 5. The word drawing, used in this article, means

a) sketching.
b) testing.
c) taking.
d) leaving.

d 6. Dressings, as used in this article, refers to

a) sauce put on salad.
b) rooms.
c) clothes.
d) bandages or medication.

III. Matching

c 1. outlook — a. mail
e 2. drawing — b. positive
a 3. correspondence — c. future
d 4. setting — d. place
b 5. promising — e. taking

TESTS

Getting Ready to Be a Nursing Assistant
Test #1 (Units 1-5)

Part 1 - Multiple Choice

1. **Operations are often performed in a ______ .**
   - a. place
   - b. home
   - [✓ c] hospital
   - d. nursing home

2. **A nursing home is also called a ______ .**
   - a. veterans' hospital
   - b. psychiatric hospital
   - [✓ c] long-term health care facility
   - d. clinic

3. **A place that provides special health care for children is called a ______ .**
   - a. veterans' hospital
   - b. clinic
   - [✓ c.] pediatric hospital
   - d. psychiatric hospital

4. **The health care team is made up of ______ .**
   - a. doctors only
   - b. patients
   - [✓ c.] different kinds of professionals
   - d. nurses only

5. **A patient's vital signs ______.**
   - a. never change
   - [✓ b.] give information about his condition
   - c. do not need to be checked
   - d. are checked only by the doctor

6. **When a nurse dispenses medication, he ______ .**
   - a. decides which medication the patient needs
   - b. throws out the medicine
   - [✓ c.] gives medicine to a patient
   - d. cleans out the medicine bottle

7. **The role of nursing assistants varies according to ______.**
   a. the way they feel that day
   b. how much they like their patients
   [✓ c.] the type of health care facility that employs them
   d. how much money they are being paid

8. **Vital signs include temperature, pulse, and ______.**
   [✓ a.] blood pressure
   b. blood color
   c. mood
   d. blood

9. **Mobility is another word for ______.**
   a. living
   b. breathing
   c. sitting
   [✓ d.] moving

10. **Feeling ill and being away from home can make patients feel ______.**
    a. happy
    [✓ b.] scared
    c. healthy and well
    d. secure

11. **A person who comes to work unbathed and with a dirty uniform can spread ______.**
    a. health
    [✓ b.] germs
    c. rules
    d. uniforms

12. **Uniforms should be washed ______.**
    a. once a week
    b. only when they look dirty
    [✓ c.] after every shift
    d. once a month

13. Nursing assistants communicate with ________ .

a. patients only
b. patients' families only
c. co-workers only
[✓ d.] all of the above

14. Another term for communicating with words is ________ .

a. non-verbal communication
b. facial expressions
[✓ c] verbal communications
d. body language

15. Another term for body language is ________ .

[✓ a.] non-verbal communication
b. verbal communication
c. speech
d. effective

Test 1

Part 2 - Matching 1

h 1. nutrition
i 2. hygiene
f 3. pulse
a 4. psychiatric
c 5. mobility
j 6. vital signs
b 7. duties
d 8. veterans
e 9. anxious
g 10. pediatric

a. mental problem
b. responsibilities
c. movement
d. armed forces
e. nervous
f. pressure of blood
g. children
h. eating well
i. cleanliness
j. must be checked regularly

Test 1

Part 2 continued - Matching 2

d	1.	odors	a.	speaking and writing
h	2.	shift	b.	not serious
i	3.	safety	c.	body language
e	4.	break the ice	d.	smells
f	5.	well-groomed	e.	get to know someone
a	6.	verbal communication	f.	clean and neat
j	7.	dangling	g.	changes one language to another
c	8.	non-verbal communication	h.	work periods
b	9.	small talk	i.	CNA's main concern
g	10.	interpreter	j.	hanging down

Getting Ready to Be a Nursing Assistant
Test #2 (Units 6-10)

Part 1 - Multiple Choice

1. **Rules about what is right and wrong are called ________.**
    a. discrimination
    [✓ b.] a code of ethics
    c. reports
    d. precious

2. **The people who must follow the code of ethics are ________.**
    a. the doctors only
    b. the nursing assistants only
    [✓ c.] the entire health care team
    d. the licensed practical nurses only

3. **Confidentiality means ________.**
    [✓ a.] to keep information private
    b. to tell secrets
    c. to steal items from patients
    d. to treat people differently

4. **Fire safety is the responsibility of ________.**
    a. doctors and nurses only
    b. nursing assistants only
    [✓ c.] everyone who works in a health care facility
    d. the patients

5. **When people evacuate a facility, they ________.**
    a. stay in their rooms
    [✓ b.] follow the escape routes on the evacuation plan
    c. use a fire extinguisher
    d. use the oxygen tanks

6. **Fire preventio0n should be practiced ________.**
    a. when supervisors are present
    [✓ b.] every day at work
    c. only by nursing assistants
    d. only if there is a fire

7. **Microbes are ______ .**
    a. bodily fluids
    b. very large
    c. always harmful
    [✓ d.] very small living beings

8. **Common colds are caused by a microbe that travels through ______ .**
    a. soap
    [✓ b.] the air
    c. semen
    d. gloves

9. **People who are ill are ______ to become infected by a microbe.**
    a. less likely
    [✓ b.] more likely
    c. never going
    d. always going

10. **When two people have conflicting ideas, they ______ .**
    [✓ a.] do not agree about something
    b. have similar ideas
    c. agree about everything
    d. cannot talk to each other

11. **Which reason is given for why teenagers and parents sometimes have conflicts? ______**
    a. because teenagers worry about the way they look
    [✓ b.] because parents treat teenagers like children
    c. because teenagers want to use the car
    d. because teenagers watch a lot of television

12. **In which stage do most people retire from working? ______**
    a. early adulthood
    [✓ b.] middle adulthood
    c. adolescence
    d. at 65

13. **The most basic physical needs ______ .**
[✓ a.] are the same for everyone
b. are not very important
c. cannot be met
d. are different for sick people

14. **An example of a physical need is ______ .**
a. emotional support
b. love
[✓ c.] sleep
d. entertainment

15. **If the side rails on a bed are secure, they ______ .**
a. are very loose
b. move up and down easily
[✓ c.] are up
d. cannot be moved easily

Test 2

Part 2 - Matching 1

g	1.	precious	a.	to treat people differently
f	2.	evacuate	b.	blood
i	3.	hazard	c.	rules of right and wrong
c	4.	ethics	d.	plan for emergency
b	5.	bodily fluids	e.	small living beings
j	6.	to stop	f.	follow escape plan
a	7.	discriminate	g.	worth very much
e	8.	microbes	h.	keeping private
d	9.	procedures	i.	danger
h	10.	confidentiality	j.	prevent

Test 2

Part 2 continued - Matching 2

h	1.	sterile	a.	12 - 20 years
j	2.	oral	b.	all employees
i	3.	limit	c.	passed from one person to another
f	4.	infected	d.	birth to 1 year
b	5.	personnel	e.	nourishment
a	6.	adolescence	f.	spread into
c	7.	contagious	g.	locked in place
g	8.	secure	h.	free of germs
e	9.	basic need	i.	keep below a certain amount
d	10.	infancy	j.	by mouth

Getting Ready to Be a Nursing Assistant
Test #3 (Units 11-15)

Part 1 - Multiple Choice

1. **Too much stress ______ .**
    - a. helps people work harder
    - b. is necessary and good
    - [✓ c.] can make it hard to do easy things
    - d. is important

2. **Denial is an example of ______ .**
    - [✓ a.] a defensive behavior
    - b. a doctor's diagnosis
    - c. a good way to react to stress
    - d. repression

3. **When a person represses information, ______ .**
    - a. he uses the information
    - b. he repeats the information
    - c. he welcomes the information
    - [✓ d.] he does not pay attention to the information

4. **Which of the following is a true statement about being a patient?**
    - a. Patients usually have no problem with stress.
    - b. Hospital workers help patients increase their stress.
    - [✓ c.] Hospital patients are in a stressful situation.
    - d. It is not necessary for a nursing assistant to listen to a patient.

5. **Mr. Santos felt that the nursing assistants did not respect him because ______ .**
    - a. they left his door open
    - [✓ b.] Carla called him the heart attack guy
    - c. they put him in room 105
    - d. Carla was going to take his pulse

6. **Another word for reassurance is ______ .**
    - a. respect
    - b. privacy
    - c. medicine
    - [✓ d.] comfort

7. **One way that a patient might show fear directly is to ______.**
   a. get angry at the nursing assistant
   [✓ b.] say, "I am scared."
   c. complain a lot
   d. refuse to cooperate

8. **If a patient asks to see a clergyman, you should probably ______ .**
   [✓ a.] explain what services are available at the hospital
   b. ignore him
   c. tell the patient which chaplain to see
   d. refuse any help

9. **Cells are ______.**
   a. easy to see
   b. always the same shape
   c. not very important in the body
   [✓ d.] a part of all living things

10. **An example of an organ is ______.**
    a. tissue
    b. a cell
    [✓ c.] the heart
    d. the body

11. **The digestive system is ______.**
    a. a type of organ
    [✓ b.] made up of organs
    c. made up of one cell
    d. the only system in the body

12. **An organ is part of a body ______.**
    [✓ a.] system
    b. cell
    c. tissue
    d. stomach

13. The major parts of a cell are _______.

a. the tissue, the organ, and the system
[✓ b] the membrane, the cytoplasm, and the nucleus
c. the organelles
d. the nutrients and the waste materials

14. The material inside the cell membrane is called the _______.

a. cell tissue
b. cell systems
[✓ c] cytoplasm
d. structure

15. The smallest cells in the body are the _______.

[✓ a] brain cells
b. sperm cells
c. nerve cells
d. skin cells

16. The cells in the body which have the shortest life are in the _____.

a. nerves
b. blood
c. bones
[✓ d] skin

17. When body organs work together to do a specific job, they make up _______.

a. a cell
[✓ b] a system
c. a factory
d. the skeleton

18. The gastrointestinal system is sometimes called the _______.

a. stomach
b. musculoskeletal system
c. intestines
[✓ d] digestive system

19. **When food is eliminated from the body, it ______.**
   [✓ a] leaves the body
   b. stays in the body
   c. remains in the digestive system
   d. is reproduced

20. **The specific function of the gastrointestinal system is to ______.**
   a. protect and support the body
   b. allow the body to move
   [✓ c] digest food
   d. reproduce the species

Test 3

Part 2 - Matching 1

f	1.	nucleus	a.	ups and downs of life
h	2.	repression	b.	basic part of the body
i	3.	systems	c.	pertaining to religion
b	4.	cells	d.	make up systems
j	5.	eliminate	e.	comfort
a	6.	stress	f.	near the center of the cell
d	7.	organs	g.	jelly-like substance
e	8.	reassurance	h.	refusal to accept
c	9.	spiritual	i.	make the body function
g	10.	cytoplasm	j.	get rid of

Test 4

Part 2 continued - Matching 2

i	1.	diagnose	a.	deal with
j	2.	clergy	b.	to be alone
h	3.	structure	c.	refusal to admit something
g	4.	tissues	d.	look up to
c	5.	denial	e.	alike
e	6.	similar	f.	muscles attached to bones
b	7.	privacy	g.	groups of cells
a	8.	cope	h.	way something is put together
d	9.	respect	i.	find out
f	10.	tendons	j.	member of the church

Getting Ready to Be a Nursing Assistant
Test #4 (Units 16-20)

Part 1 - Multiple Choice

1. **In the first paragraph, the body is compared to a bank because both _______.**
   a. are of great value
   b. are made up of separate parts
   [✓ c.] have several lines of defense
   d. have microbes everywhere

2. **The body's first line of defense is provided by _______.**
   a. cuts in the skin
   b. body openings such as the mouth and nose
   c. the breathing system
   [✓ d.] unbroken skin and mucous membranes

3. **Which of the following pairs have almost the same meaning _______.**
   [✓ a.] immunity and immune level
   b. poor diet and poor hygiene
   c. phagocytes and lymphocytes
   d. microbes and white blood cells

4. **Which of the following statements about immunity is false _______.**
   a. Immunity is the body's third line of defense.
   [✓ b.] Phagocytes provide the body with an immune system.
   c. Immunity is provided by antibodies.
   d. A person's immune level can change from time to time.

5. **Infection is the _______ stage of a disease.**
   [✓ a.] first
   b. second
   c. third
   d. fourth

6. **Signs of illness _______.**
   [✓ a.] are possible to see
   b. cannot be seen
   c. are the same as symptoms
   d. are not useful to doctors

7. **A headache is an example of a ______.**
a. disease
b. sign
[✓ c.] symptom
d. vital sign

8. **Which of the following happens after the doctor chooses the treatment.**
a. The doctor asks about the symptoms.
b. The disease enters the incubation period.
c. The patient's vital signs are checked.
[✓ d] The patient recovers.

9. **An example of a root word is ______ .**
a. tachycardia
b. cardiologist
[✓ c.] cardio-
d. heart

10. **Which of the following words is probably related to the heart ______ .**
[✓ a.] tachycardia
b. hydrocephalus
c. polyurial
d. hemolysis

11. **Which of the following words refers to some type of medical expert?**
a. psychology
b. neuropathy
c. hepatitis
[✓ d.] nephrologist

12. **Uniform means ______ .**
a. different
[✓ b.] the same
c. useful
d. important

13. **Observations are made with ______ .**
    - a. the sense of touch only
    - b. the eyes only
    - [✓ c.] all of the senses
    - d. none of the senses

14. **When observing a patient ______ .**
    - a. the sense of smell is most important
    - b. medical professionals see what they want to see
    - [✓ c.] all of the senses are used
    - d. swellings may lead to problems seeing

15. **Which of the following is an example of an objective observation?**
    - a. Maria is not hungry.
    - b. Muhammed has a headache.
    - [✓ c.] Mai is having difficulty breathing.
    - d. Mycko likes the breakfasts more than the lunches.

16. **Which of the following is not included in an observation report?**
    - a. what the patient said
    - b. what the nursing assistant did
    - [✓ c.] how the nursing assistant feels about a patient
    - d. how the patient was talking

17. **Which of the following is a true statement?**
    - a. A nursing assistant does paperwork, but she does not make beds.
    - b. A nursing assistant does only one type of work all day long.
    - [✓ c.] A nursing assistant has to document much of what she does.
    - d. Nursing assistants never make notes.

18. **A nursing assistant documents an observation by ______ .**
    - a. telling someone about it
    - b. taking vital signs
    - c. helping patients
    - [✓ d.] writing it down

19. If a patient's temperature is taken at four-hour intervals, it is taken ______ .

a. four times an hour
b. twice a day
[✓ c.] every four hours
d. every hour

20. A soap chart begins with ______ .

[✓ a.] a subjective statement
b. an objective description
c. an assessment
d. a plan of action

Test 4

Part 2 - Matching 1

i 1. objective

h 2. mucous membranes

f 3. post

e 4. vaccinations

j 5. document

d 6. incubation period

g 7. subjective

b 8. phagocytes

a 9. breathing rate

c 10. senses

a. a vital sign

b. surround and destroy microbes

c. used in observing a patient

d. different for all diseases

e. give immunity from disease

f. after

g. based on feelings about facts

h. protect mouth, nose, eyes, ears

i. based on facts

j. write down

Test 4

Part 2 continued - Matching 2

f	1.	symptom	a.	time periods
j	2.	auto	b.	body's third line of defense
i	3.	lymphocytes	c.	check patient's condition
h	4.	antibodies	d.	protectors
d	5.	defenses	e.	can be seen
a	6.	intervals	f.	not seen, but real
g	7.	treatment	g.	plan to cure illness
e	8.	sign	h.	disease-fighting chemicals
c	9.	vital signs	i.	white blood cells
b	10.	immune system	j.	self

Getting Ready to Be a Nursing Assistant
Test #1 (Units 1-5)

Part 1 - Multiple Choice

1. **Operations are often performed in a _______ .**
   a. place
   b. home
   c. hospital
   d. nursing home

2. **A nursing home is also called a _______ .**
   a. veterans' hospital
   b. psychiatric hospital
   c. long-term health care facility
   d. clinic

3. **A place that provides special health care for children is called a _______ .**
   a. veterans' hospital
   b. clinic
   c. pediatric hospital
   d. psychiatric hospital

4. **The health care team is made up of _______ .**
   a. doctors only
   b. patients
   c. different kinds of professionals
   d. nurses only

5. **A patient's vital signs _______.**
   a. never change
   b. give information about his condition
   c. do not need to be checked
   d. are checked only by the doctor

6. **When a nurse dispenses medication, he _______ .**
   a. decides which medication the patient needs
   b. throws out the medicine
   c. gives medicine to a patient
   d. cleans out the medicine bottle

7. **The role of nursing assistants varies according to ________ .**
   a. the way they feel that day
   b. how much they like their patients
   c. the type of health care facility that employs them
   d. how much money they are being paid

8. **Vital signs include temperature, pulse, and ________ .**
   a. blood pressure
   b. blood color
   c. mood
   d. blood

9. **Mobility is another word for ________ .**
   a. living
   b. breathing
   c. sitting
   d. moving

10. **Feeling ill and being away from home can make patients feel ________ .**
   a. happy
   b. scared
   c. healthy and well
   d. secure

11. **A person who comes to work unbathed and with a dirty uniform can spread ________ .**
   a. health
   b. germs
   c. rules
   d. uniforms

12. **Uniforms should be washed ________ .**
   a. once a week
   b. only when they look dirty
   c. after every shift
   d. once a month

13. Nursing assistants communicate with ______ .

a. patients only
b. patients' families only
c. co-workers only
d. all of the above

14. Another term for communicating with words is ______ .

a. non-verbal communication
b. facial expressions
c. verbal communications
d. body language

15. Another term for body language is ______ .

a. non-verbal communication
b. verbal communication
c. speech
d. effective

Test 1

Part 2 - Matching 1

___ 1. nutrition
___ 2. hygiene
___ 3. pulse
___ 4. psychiatric
___ 5. mobility
___ 6. vital signs
___ 7. duties
___ 8. veterans
___ 9. anxious
___ 10. pediatric

a. mental problem
b. responsibilities
c. movement
d. armed forces
e. nervous
f. pressure of blood
g. children
h. eating well
i. cleanliness
j. must be checked regularly

Test 1

Part 2 continued - Matching 2

____	1.	odors	a.	speaking and writing
____	2.	shift	b.	not serious
____	3.	safety	c.	body language
____	4.	break the ice	d.	smells
____	5.	well-groomed	e.	get to know someone
____	6.	verbal communication	f.	clean and neat
____	7.	dangling	g.	changes one language to another
____	8.	non-verbal communication	h.	work periods
____	9.	small talk	i.	CNA's main concern
____	10.	interpreter	j.	hanging down

Getting Ready to Be a Nursing Assistant
Test #2 (Units 6-10)

Part 1 - Multiple Choice

1. **Rules about what is right and wrong are called ______.**
   - a. discrimination
   - b. a code of ethics
   - c. reports
   - d. precious

2. **The people who must follow the code of ethics are ______.**
   - a. the doctors only
   - b. the nursing assistants only
   - c. the entire health care team
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   - b. to tell secrets
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   - a. soap
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   - c. semen
   - d. gloves

9. **People who are ill are ______ to become infected by a microbe.**
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   - b. more likely
   - c. never going
   - d. always going

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    - a. do not agree about something
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    - c. agree about everything
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    - a. because teenagers worry about the way they look
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d. entertainment

15. If the side rails on a bed are secure, they ______ .

a. are very loose
b. move up and down easily
c. are up
d. cannot be moved easily

Test 2

Part 2 - Matching 1

____	1.	precious	a.	to treat people differently
____	2.	evacuate	b.	blood
____	3.	hazard	c.	rules of right and wrong
____	4.	ethics	d.	plan for emergency
____	5.	bodily fluids	e.	small living beings
____	6.	to stop	f.	follow escape plan
____	7.	discriminate	g.	worth very much
____	8.	microbes	h.	keeping private
____	9.	procedures	i.	danger
____	10.	confidentiality	j.	prevent

Test 2

Part 2 continued - Matching 2

____	1.	sterile	a.	12 - 20 years
____	2.	oral	b.	all employees
____	3.	limit	c.	passed from one person to another
____	4.	infected	d.	birth to 1 year
____	5.	personnel	e.	nourishment
____	6.	adolescence	f.	spread into
____	7.	contagious	g.	locked in place
____	8.	secure	h.	free of germs
____	9.	basic need	i.	keep below a certain amount
____	10.	infancy	j.	by mouth

Getting Ready to Be a Nursing Assistant
Test #3 (Units 11-15)

Part 1 - Multiple Choice

1. **Too much stress _______ .**
   a. helps people work harder
   b. is necessary and good
   c. can make it hard to do easy things
   d. is important

2. **Denial is an example of _______ .**
   a. a defensive behavior
   b. a doctor's diagnosis
   c. a good way to react to stress
   d. repression

3. **When a person represses information, _______ .**
   a. he uses the information
   b. he repeats the information
   c. he welcomes the information
   d. he does not pay attention to the information

4. **Which of the following is a true statement about being a patient?**
   a. Patients usually have no problem with stress.
   b. Hospital workers help patients increase their stress.
   c. Hospital patients are in a stressful situation.
   d. It is not necessary for a nursing assistant to listen to a patient.

5. **Mr. Santos felt that the nursing assistants did not respect him because _______ .**
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   b. Carla called him the heart attack guy
   c. they put him in room 105
   d. Carla was going to take his pulse

6. **Another word for reassurance is _______ .**
   a. respect
   b. privacy
   c. medicine
   d. comfort

7. **One way that a patient might show fear directly is to ______.**
   a. get angry at the nursing assistant
   b. say, "I am scared."
   c. complain a lot
   d. refuse to cooperate

8. **If a patient asks to see a clergyman, you should probably ______ .**
   a. explain what services are available at the hospital
   b. ignore him
   c. tell the patient which chaplain to see
   d. refuse any help

9. **Cells are ______.**
   a. easy to see
   b. always the same shape
   c. not very important in the body
   d. a part of all living things

10. **An example of an organ is ______.**
   a. tissue
   b. a cell
   c. the heart
   d. the body

11. **The digestive system is ______.**
   a. a type of organ
   b. made up of organs
   c. made up of one cell
   d. the only system in the body

12. **An organ is part of a body ______.**
   a. system
   b. cell
   c. tissue
   d. stomach

13. **The major parts of a cell are ______ .**
   a. the tissue, the organ, and the system
   b. the membrane, the cytoplasm, and the nucleus
   c. the organelles
   d. the nutrients and the waste materials

14. **The material inside the cell membrane is called the ______ .**
   a. cell tissue
   b. cell systems
   c. cytoplasm
   d. structure

15. **The smallest cells in the body are the ______ .**
   a. brain cells
   b. sperm cells
   c. nerve cells
   d. skin cells

16. **The cells in the body which have the shortest life are in the _____.**
   a. nerves
   b. blood
   c. bones
   d. skin

17. **When body organs work together to do a specific job, they make up ______ .**
   a. a cell
   b. a system
   c. a factory
   d. the skeleton

18. **The gastrointestinal system is sometimes called the ______.**
   a. stomach
   b. musculoskeletal system
   c. intestines
   d. digestive system

19. **When food is eliminated from the body, it ______.**
   a. leaves the body
   b. stays in the body
   c. remains in the digestive system
   d. is reproduced

20. **The specific function of the gastrointestinal system is to ______.**
   a. protect and support the body
   b. allow the body to move
   c. digest food
   d. reproduce the species

Test 3

Part 2 - Matching 1

____ 1. nucleus

____ 2. repression

____ 3. systems

____ 4. cells

____ 5. eliminate

____ 6. stress

____ 7. organs

____ 8. reassurance

____ 9. spiritual

____ 10. cytoplasm

a. ups and downs of life

b. basic part of the body

c. pertaining to religion

d. make up systems

e. comfort

f. near the center of the cell

g. jelly-like substance

h. refusal to accept

i. make the body function

j. get rid of

Test 4

Part 2 continued - Matching 2

____	1.	diagnose	a.	deal with
____	2.	clergy	b.	to be alone
____	3.	structure	c.	refusal to admit something
____	4.	tissues	d.	look up to
____	5.	denial	e.	alike
____	6.	similar	f.	muscles attached to bones
____	7.	privacy	g.	groups of cells
____	8.	cope	h.	way something is put together
____	9.	respect	i.	find out
____	10.	tendons	j.	member of the church

Getting Ready to Be a Nursing Assistant
Test #4 (Units 16-20)

Part 1 - Multiple Choice

1. **In the first paragraph, the body is compared to a bank because both ______.**
   a. are of great value
   b. are made up of separate parts
   c. have several lines of defense
   d. have microbes everywhere

2. **The body's first line of defense is provided by ______.**
   a. cuts in the skin
   b. body openings such as the mouth and nose
   c. the breathing system
   d. unbroken skin and mucous membranes

3. **Which of the following pairs have almost the same meaning ______.**
   a. immunity and immune level
   b. poor diet and poor hygiene
   c. phagocytes and lymphocytes
   d. microbes and white blood cells

4. **Which of the following statements about immunity is false ______.**
   a. Immunity is the body's third line of defense.
   b. Phagocytes provide the body with an immune system.
   c. Immunity is provided by antibodies.
   d. A person's immune level can change from time to time.

5. **Infection is the ______ stage of a disease.**
   a. first
   b. second
   c. third
   d. fourth

6. **Signs of illness ______.**
   a. are possible to see
   b. cannot be seen
   c. are the same as symptoms
   d. are not useful to doctors

7. **A headache is an example of a ________.**
   a. disease
   b. sign
   c. symptom
   d. vital sign

8. **Which of the following happens after the doctor chooses the treatment.**
   a. The doctor asks about the symptoms.
   b. The disease enters the incubation period.
   c. The patient's vital signs are checked.
   d. The patient recovers.

9. **An example of a root word is ________.**
   a. tachycardia
   b. cardiologist
   c. cardio-
   d. heart

10. **Which of the following words is probably related to the heart ________.**
   a. tachycardia
   b. hydrocephalus
   c. polyurial
   d. hemolysis

11. **Which of the following words refers to some type of medical expert?**
   a. psychology
   b. neuropathy
   c. hepatitis
   d. nephrologist

12. **Uniform means ________.**
   a. different
   b. the same
   c. useful
   d. important

13. **Observations are made with ______ .**
    a. the sense of touch only
    b. the eyes only
    c. all of the senses
    d. none of the senses

14. **When observing a patient ______ .**
    a. the sense of smell is most important
    b. medical professionals see what they want to see
    c. all of the senses are used
    d. swellings may lead to problems seeing

15. **Which of the following is an example of an objective observation?**
    a. Maria is not hungry.
    b. Muhammed has a headache.
    c. Mai is having difficulty breathing.
    d. Mycko likes the breakfasts more than the lunches.

16. **Which of the following is not included in an observation report?**
    a. what the patient said
    b. what the nursing assistant did
    c. how the nursing assistant feels about a patient
    d. how the patient was talking

17. **Which of the following is a true statement?**
    a. A nursing assistant does paperwork, but she does not make beds.
    b. A nursing assistant does only one type of work all day long.
    c. A nursing assistant has to document much of what she does.
    d. Nursing assistants never make notes.

18. **A nursing assistant documents an observation by ______ .**
    a. telling someone about it
    b. taking vital signs
    c. helping patients
    d. writing it down

19. **If a patient's temperature is taken at four-hour intervals, it is taken ________ .**

- a. four times an hour
- b. twice a day
- c. every four hours
- d. every hour

20. **A soap chart begins with ________ .**

- a. a subjective statement
- b. an objective description
- c. an assessment
- d. a plan of action

Test 4

Part 2 - Matching 1

____ 1. objective

____ 2. mucous membranes

____ 3. post

____ 4. vaccinations

____ 5. document

____ 6. incubation period

____ 7. subjective

____ 8. phagocytes

____ 9. breathing rate

____ 10. senses

a. a vital sign

b. surround and destroy microbes

c. used in observing a patient

d. different for all diseases

e. give immunity from disease

f. after

g. based on feelings about facts

h. protect mouth, nose, eyes, ears

i. based on facts

j. write down

Test 4

Part 2 continued - Matching 2

____ 1. symptom

____ 2. auto

____ 3. lymphocytes

____ 4. antibodies

____ 5. defenses

____ 6. intervals

____ 7. treatment

____ 8. sign

____ 9. vital signs

____ 10. immune system

a. time periods

b. body's third line of defense

c. check patient's condition

d. protectors

e. can be seen

f. not seen, but real

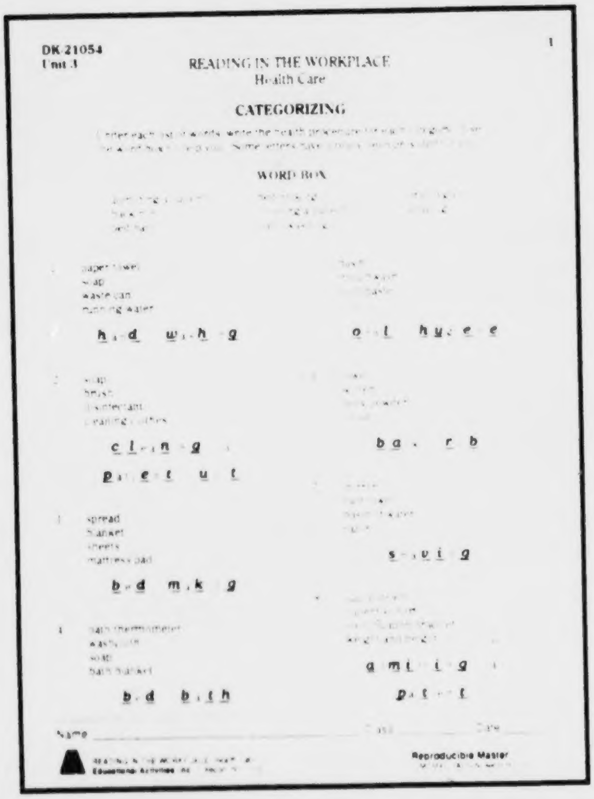
g. plan to cure illness

h. disease-fighting chemicals

i. white blood cells

j. self

ANSWER KEYS



DK-21054
Unit 3

1

READING IN THE WORKPLACE
Health Care

CATEGORIZING

[illegible]

WORD BOX

[illegible]

1. paper towel
soap
waste can
running water

h d w h g

o l hy e e

2. soap
brush
disinfectant
cleaning cloths

c l n g

p e t u t

b a r b

3. spread
blanket
sheets
mattress pad

b d m k g

s u i g

4. bath thermometer
washcloth
soap
bath blanket

b d b t h

a mi i g

p t t

Name ____________ Class ________ Date ______

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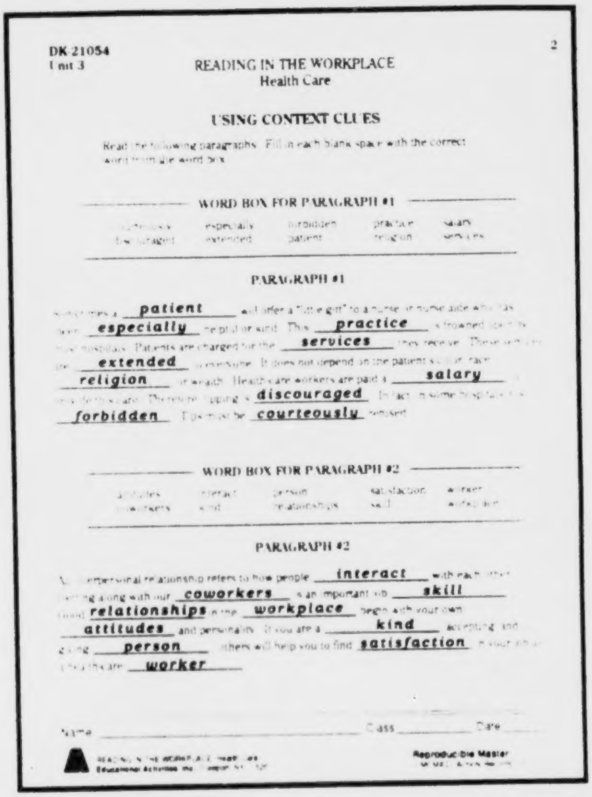

DK-21054
Unit 3

2

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following paragraphs. Fill in each blank space with the correct word from the word box.

WORD BOX FOR PARAGRAPH #1

courteously, especially, forbidden, practice, salary
discouraged, extended, patient, religion, services

PARAGRAPH #1

Sometimes a **patient** will offer a "little gift" to a nurse or nurse aide who has been **especially** helpful or kind. This **practice** is frowned upon by most hospitals. Patients are charged for the **services** they receive. These services are **extended** to everyone. It does not depend on the patient's [illegible] race, **religion** or wealth. Health care workers are paid a **salary** [illegible]. Therefore, tipping is **discouraged**. In fact, in some hospitals it is **forbidden**. Tips must be **courteously** refused.

WORD BOX FOR PARAGRAPH #2

attitudes, interact, person, satisfaction, worker
coworkers, kind, relationships, skill, workplace

PARAGRAPH #2

An interpersonal relationship refers to how people **interact** with each other. Getting along with our **coworkers** is an important job **skill**. Good **relationships** in the **workplace** begin with your own **attitudes** and personality. If you are a **kind**, accepting, and giving **person**, others will help you to find **satisfaction** in your job as a health care **worker**.

Name ____________ Class ________ Date ______

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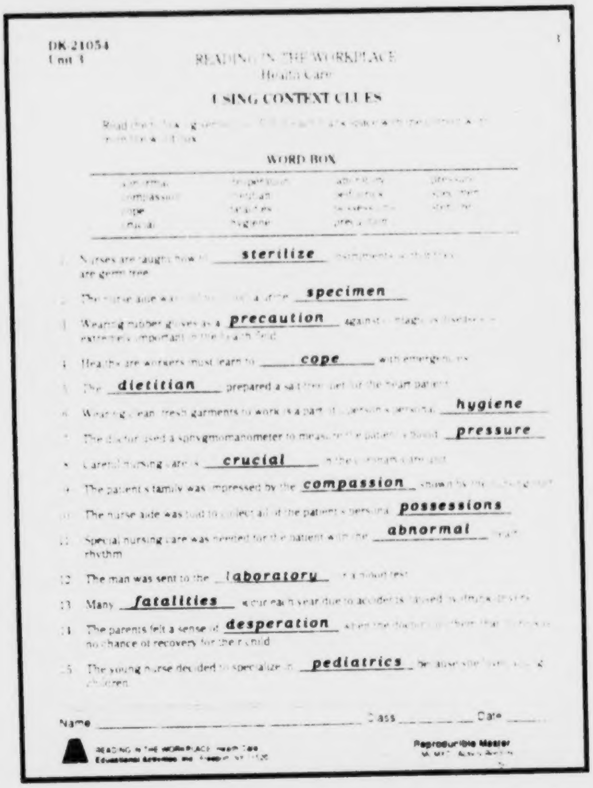

DK-21054
Unit 3

3

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

abnormal, precaution, fatalities, pressure
compassion, dietitian, laboratory, specimen
cope, pediatrics, possessions, sterilize
crucial, hygiene, desperation

1. Nurses are taught how to **sterilize** instruments so that they are germ free.
2. The nurse aide was [illegible] a urine **specimen**.
3. Wearing rubber gloves as a **precaution** against contagious diseases is extremely important in the health field.
4. Health care workers must learn to **cope** with emergencies.
5. The **dietitian** prepared a salt-free diet for the heart patient.
6. Wearing clean, fresh garments to work is a part of a person's personal **hygiene**.
7. The doctor used a sphygmomanometer to measure the patient's blood **pressure**.
8. Careful nursing care is **crucial** in the [illegible] care unit.
9. The patient's family was impressed by the **compassion** shown by the nursing staff.
10. The nurse aide was told to collect all of the patient's personal **possessions**.
11. Special nursing care was needed for the patient with the **abnormal** heart rhythm.
12. The man was sent to the **laboratory** for a blood test.
13. Many **fatalities** occur each year due to accidents caused by drunk drivers.
14. The parents felt a sense of **desperation** when the doctor told them that there was no chance of recovery for their child.
15. The young nurse decided to specialize in **pediatrics** because she loves young children.

Name ____________ Class ________ Date ______

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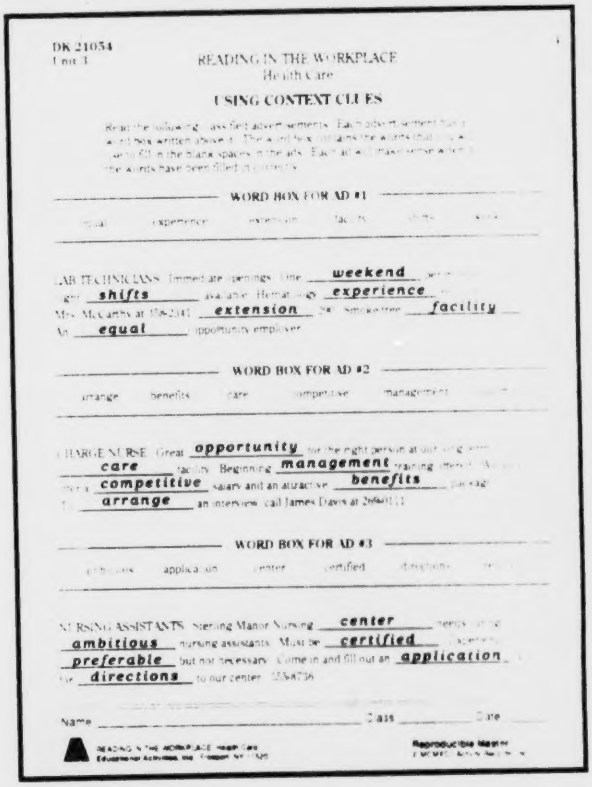

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Unit 3

4

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following classified advertisements. Each advertisement has a word box written above it. The word box contains the words that you will use to fill in the blank spaces in the ads. Each ad will make sense when the words have been filled in correctly.

WORD BOX FOR AD #1

equal, experience, extension, facility, shifts, [illegible]

LAB TECHNICIANS. Immediate openings. One **weekend** [illegible] night **shifts** available. Hematology **experience** [illegible]. Mrs. McCarthy at 358-2341 **extension** 241. Smoke-free **facility**. An **equal** opportunity employer.

WORD BOX FOR AD #2

arrange, benefits, care, competitive, management, [illegible]

CHARGE NURSE. Great **opportunity** for the right person at our long-term **care** facility. Beginning **management** training offered. We offer a **competitive** salary and an attractive **benefits** package. To **arrange** an interview, call James Davis at 2[illegible]

WORD BOX FOR AD #3

ambitious, application, center, certified, directions, [illegible]

NURSING ASSISTANTS. Sterling Manor Nursing **center** needs [illegible] **ambitious** nursing assistants. Must be **certified**. Experience **preferable** but not necessary. Come in and fill out an **application**. [illegible] the **directions** to our center. 555-8736

Name ____________ Class ________ Date ______

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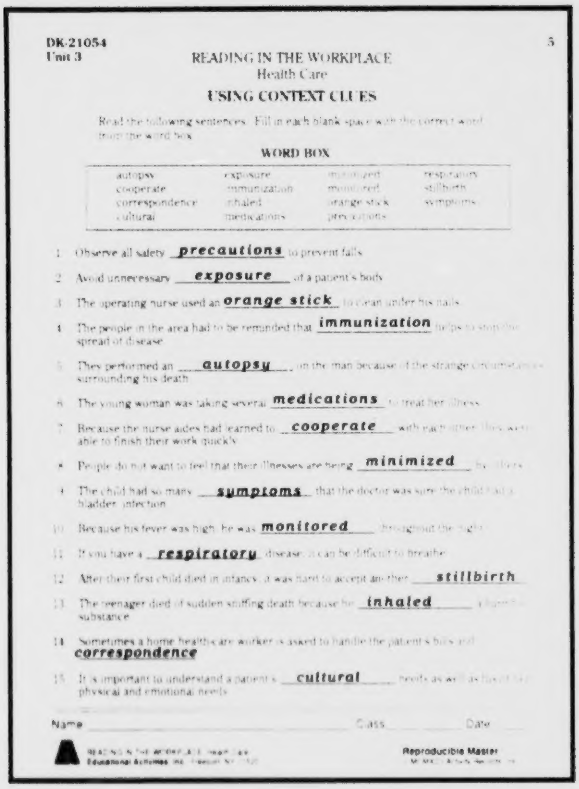
ANSWER KEYS



DK-21054
Unit 3

5

READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

autopsy
cooperate
correspondence
cultural
exposure
immunization
inhaled
medications
minimized
monitored
orange stick
precautions
respiratory
stillbirth
symptoms

1. Observe all safety **precautions** to prevent falls.
2. Avoid unnecessary **exposure** of a patient's body.
3. The operating nurse used an **orange stick** to clean under his nails.
4. The people in the area had to be reminded that **immunization** helps to stop the spread of disease.
5. They performed an **autopsy** on the man because of the strange circumstances surrounding his death.
6. The young woman was taking several **medications** to treat her illness.
7. Because the nurse aides had learned to **cooperate** with each other, they were able to finish their work quickly.
8. People do not want to feel that their illnesses are being **minimized** by others.
9. The child had so many **symptoms** that the doctor was sure the child had a bladder infection.
10. Because his fever was high, he was **monitored** throughout the night.
11. If you have a **respiratory** disease, it can be difficult to breathe.
12. After their first child died in infancy, it was hard to accept another **stillbirth**.
13. The teenager died of sudden sniffing death because he **inhaled** a harmful substance.
14. Sometimes a home health-care worker is asked to handle the patient's bills and **correspondence**.
15. It is important to understand a patient's **cultural** needs as well as his or her physical and emotional needs.

Name ______ Class ______ Date ______

READING IN THE WORKPLACE: Health Care
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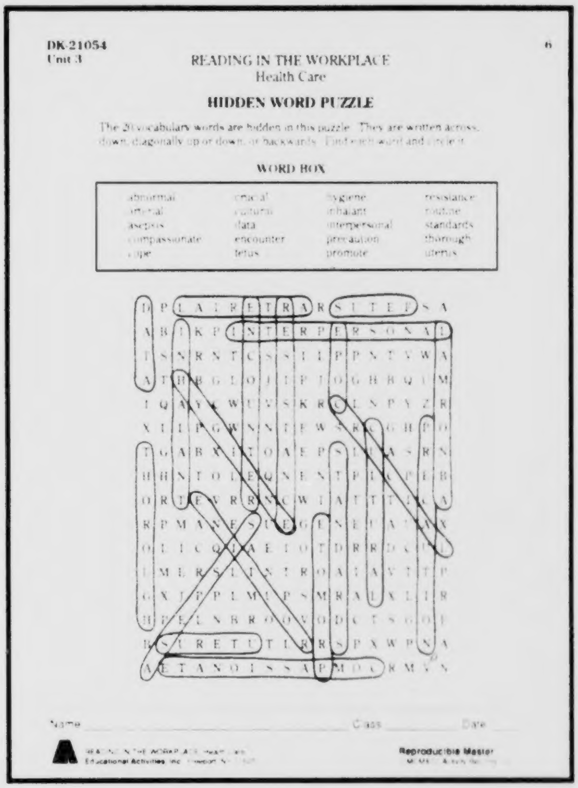

DK-21054
Unit 3

6

READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 20 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

abnormal
arterial
asepsis
compassionate
cope
crucial
cultural
data
encounter
fetus
hygiene
inhalant
interpersonal
precaution
promote
resistance
routine
standards
thorough
uterus

D	P	L	A	I	R	E	T	R	A	R	S	I	T	E	P	S	A
A	B	I	K	P	I	N	T	E	R	P	E	R	S	O	N	A	L
T	S	N	R	N	T	C	S	S	I	L	P	P	N	T	V	W	A
A	T	H	B	G	L	O	J	I	P	J	O	G	H	B	Q	I	M
I	Q	A	Y	K	W	U	V	S	K	R	C	L	N	P	Y	Z	R
X	I	I	P	G	W	N	N	T	F	W	S	R	C	G	H	P	O
T	G	A	B	X	I	T	O	A	E	P	S	L	I	A	S	R	N
H	H	N	T	O	L	E	Q	N	E	N	T	P	I	C	P	E	B
O	R	T	E	V	R	R	N	C	W	I	A	T	T	T	I	C	A
R	P	M	A	N	E	S	U	E	G	E	N	E	F	A	T	A	X
O	L	I	C	Q	I	A	E	I	O	T	D	R	R	D	C	U	L
L	M	E	R	S	L	T	N	I	R	O	A	I	A	V	T	T	P
G	X	J	P	P	L	M	I	P	S	M	R	A	L	X	L	I	R
H	P	E	L	N	B	R	O	O	V	O	D	C	T	S	G	O	I
B	S	U	R	E	T	U	T	I	R	R	S	P	X	W	P	N	A
A	E	T	A	N	O	I	S	S	A	P	M	O	C	R	M	V	N

Name ______ Class ______ Date ______

READING IN THE WORKPLACE: Health Care
Educational Activities, Inc. Freeport, NY 11520

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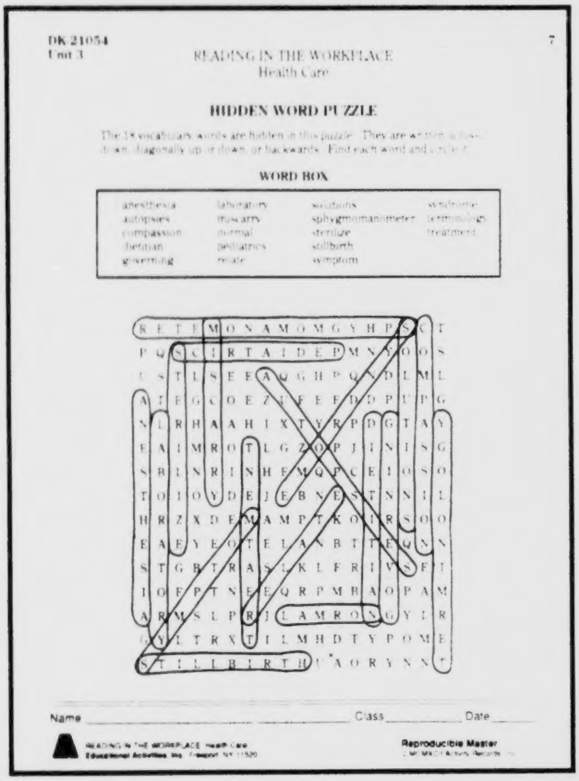

DK-21054
Unit 3

7

READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 18 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

anesthesia
autopsies
compassion
dietitian
governing
laboratory
miscarry
normal
pediatrics
relate
solutions
sphygmomanometer
sterilize
stillbirth
symptom
syndrome
terminology
treatment

R	E	T	E	M	O	N	A	M	O	M	G	Y	H	P	S	C	T
P	Q	S	C	I	R	T	A	I	D	E	P	M	N	Y	O	O	S
U	S	T	L	S	E	E	A	Q	G	H	P	Q	N	D	L	M	L
A	I	E	G	C	O	E	Z	I	F	E	F	D	D	P	U	P	G
N	L	R	H	A	A	H	I	X	T	Y	R	P	D	G	T	A	Y
E	A	I	M	R	O	T	L	G	Z	O	P	J	I	N	I	S	G
S	B	I	N	R	I	N	H	E	M	Q	F	C	E	I	O	S	O
T	O	I	O	Y	D	E	J	E	B	N	E	S	T	N	N	I	L
H	R	Z	X	D	E	M	A	M	P	T	K	O	I	R	S	O	O
E	A	E	Y	E	O	T	E	L	A	N	B	T	T	E	Q	N	N
S	T	G	B	T	R	A	S	L	K	L	F	R	I	V	S	F	I
I	O	F	P	T	N	E	E	Q	R	P	M	B	A	O	P	A	M
A	R	M	S	L	P	R	J	L	A	M	R	O	N	G	Y	I	R
G	Y	L	T	R	X	T	I	L	M	H	D	T	Y	P	O	M	E
S	T	I	L	L	B	I	R	T	H	U	A	O	R	Y	N	N	T

Name ______ Class ______ Date ______

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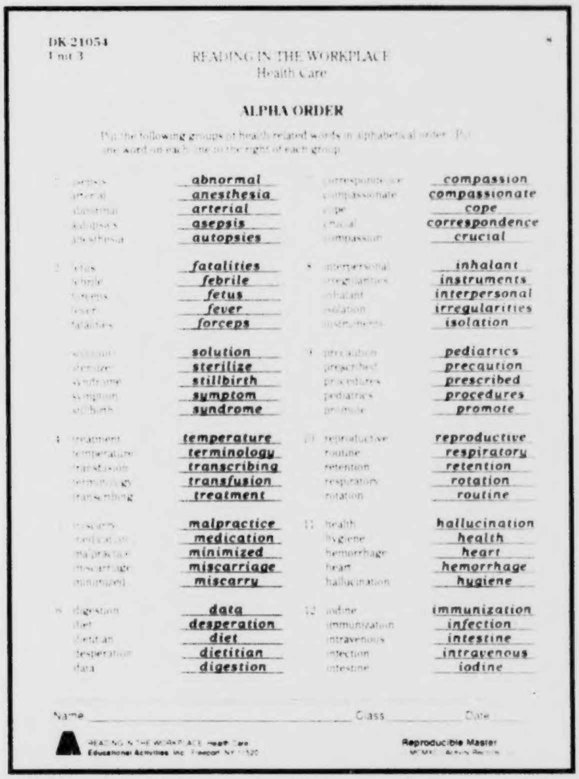

DK-21054
Unit 3

8

READING IN THE WORKPLACE
Health Care

ALPHA ORDER

Put the following groups of health-related words in alphabetical order. Put one word on each line to the right of each group.

1.	asepsis	**abnormal**
	arterial	**anesthesia**
	abnormal	**arterial**
	autopsies	**asepsis**
	anesthesia	**autopsies**
2.	fetus	**fatalities**
	febrile	**febrile**
	forceps	**fetus**
	fever	**fever**
	fatalities	**forceps**
3.	solution	**solution**
	sterilize	**sterilize**
	syndrome	**stillbirth**
	symptom	**symptom**
	stillbirth	**syndrome**
4.	treatment	**temperature**
	temperature	**terminology**
	transfusion	**transcribing**
	terminology	**transfusion**
	transcribing	**treatment**
5.	miscarry	**malpractice**
	medication	**medication**
	malpractice	**minimized**
	miscarriage	**miscarriage**
	minimized	**miscarry**
6.	digestion	**data**
	diet	**desperation**
	dietitian	**diet**
	desperation	**dietitian**
	data	**digestion**

7.	correspondence	**compassion**
	compassionate	**compassionate**
	cope	**cope**
	crucial	**correspondence**
	compassion	**crucial**
8.	interpersonal	**inhalant**
	irregularities	**instruments**
	inhalant	**interpersonal**
	isolation	**irregularities**
	instruments	**isolation**
9.	precaution	**pediatrics**
	prescribed	**precaution**
	procedures	**prescribed**
	pediatrics	**procedures**
	promote	**promote**
10.	reproductive	**reproductive**
	routine	**respiratory**
	retention	**retention**
	respiratory	**rotation**
	rotation	**routine**
11.	health	**hallucination**
	hygiene	**health**
	hemorrhage	**heart**
	heart	**hemorrhage**
	hallucination	**hygiene**
12.	iodine	**immunization**
	immunization	**infection**
	intravenous	**intestine**
	infection	**intravenous**
	intestine	**iodine**

Name ______ Class ______ Date ______

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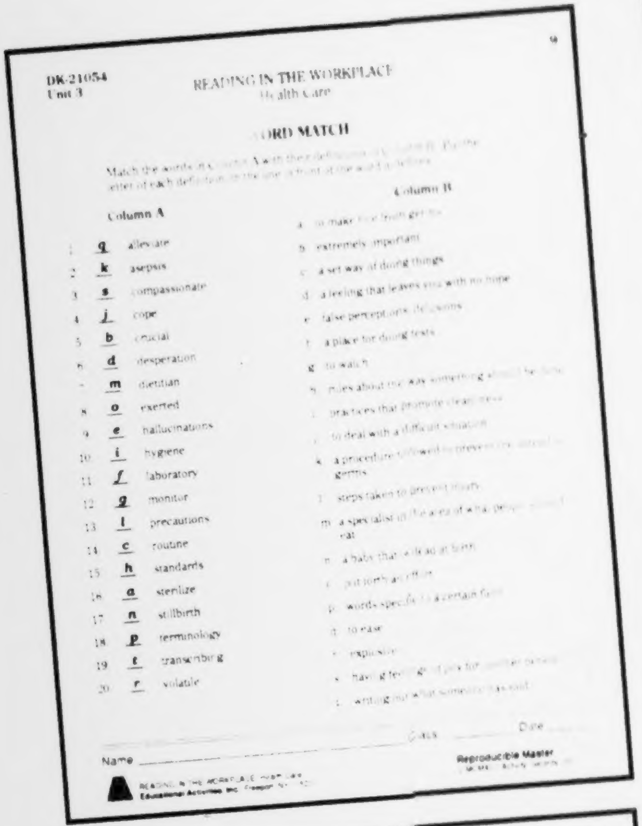

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DK-21054
Unit 3

READING IN THE WORKPLACE
Health Care

WORD MATCH

Match the words in Column A with their definitions in Column B. Put the letter of each definition on the line in front of the word it defines.

Column A			Column B
1	**q**	alleviate	a. to make free from germs
2	**k**	asepsis	b. extremely important
3	**s**	compassionate	c. a set way of doing things
4	**j**	cope	d. a feeling that leaves you with no hope
5	**b**	crucial	e. false perceptions; delusions
6	**d**	desperation	f. a place for doing tests
7	**m**	dietitian	g. to watch
8	**o**	exerted	h. rules about the way something should be done
9	**e**	hallucinations	i. practices that promote cleanliness
10	**i**	hygiene	j. to deal with a difficult situation
11	**f**	laboratory	k. a procedure followed to prevent the spread of germs
12	**g**	monitor	l. steps taken to prevent trouble
13	**l**	precautions	m. a specialist in the area of what people should eat
14	**c**	routine	n. a baby that is dead at birth
15	**h**	standards	o. put forth an effort
16	**a**	sterilize	p. words specific to a certain field
17	**n**	stillbirth	q. to ease
18	**p**	terminology	r. explosive
19	**t**	transcribing	s. having feelings of pity for another person
20	**r**	volatile	t. writing out what someone has said

Name ______________________ Class __________ Date __________

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READING IN THE WORKPLACE Health Care
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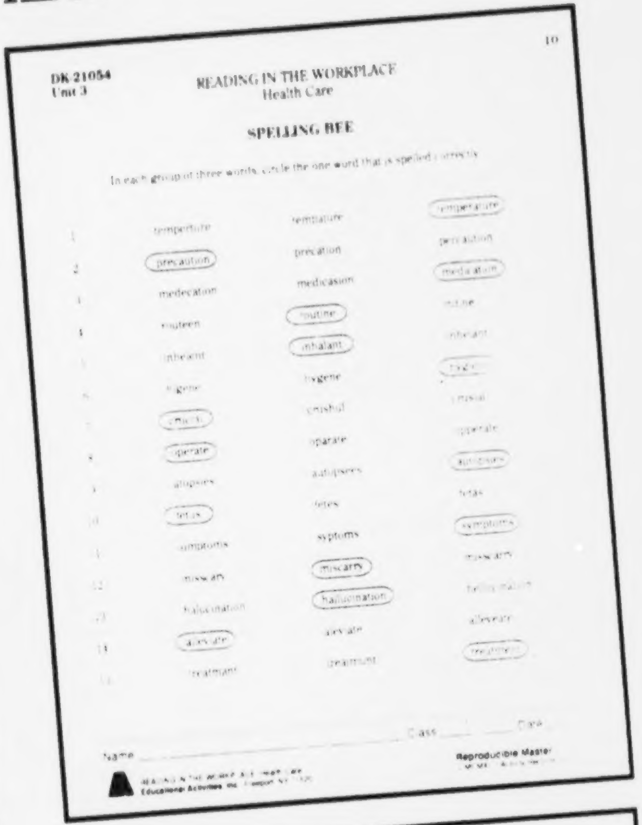

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DK-21054
Unit 3

READING IN THE WORKPLACE
Health Care

SPELLING BEE

In each group of three words, circle the one word that is spelled correctly.

1	temperture	tempriature	[✓ temperature]
2	[✓ precaution]	precation	percaution
3	medecation	medicasion	[✓ medication]
4	routeen	[✓ routine]	rutine
5	inheant	[✓ inhalant]	inhelant
6	higene	hygene	[✓ hygiene]
7	[✓ crucial]	crushul	crusial
8	[✓ operate]	oparate	opperate
9	atopsies	aatopsees	[✓ autopsies]
10	[✓ fetus]	fetes	fetas
11	simptoms	syptoms	[✓ symptoms]
12	misscary	[✓ miscarry]	misscarry
13	halucination	[✓ hallucination]	hallusination
14	[✓ alleviate]	aleviate	allevaite
15	treatmant	treamunt	[✓ treatment]

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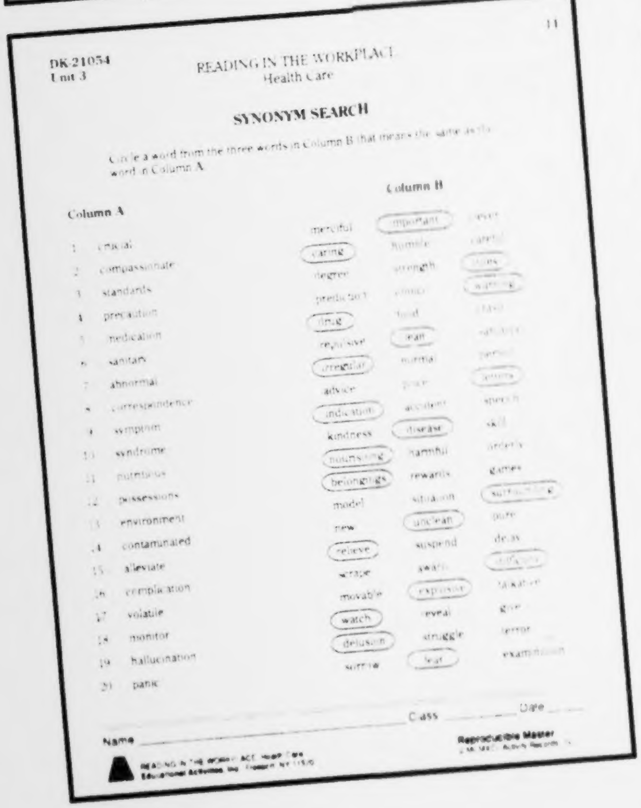

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READING IN THE WORKPLACE
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SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

	Column A		Column B	
1	crucial	merciful	[✓ important]	clever
2	compassionate	[✓ caring]	humble	careful
3	standards	degree	strength	[✓ rules]
4	precaution	prediction	[illegible]	[✓ warning]
5	medication	[✓ drug]	food	class
6	sanitary	repulsive	[✓ clean]	satisfactory
7	abnormal	[✓ irregular]	normal	perfect
8	correspondence	advice	peace	[✓ letters]
9	symptom	[✓ indication]	accident	speech
10	syndrome	kindness	[✓ disease]	skill
11	nutritious	[✓ nourishing]	harmful	orderly
12	possessions	[✓ belongings]	rewards	games
13	environment	model	situation	[✓ surroundings]
14	contaminated	new	[✓ unclean]	pure
15	alleviate	[✓ relieve]	suspend	delay
16	complication	scrape	award	[✓ difficulty]
17	volatile	movable	[✓ explosive]	talkative
18	monitor	[✓ watch]	reveal	give
19	hallucination	[✓ delusion]	struggle	terror
20	panic	sorrow	[✓ fear]	examination

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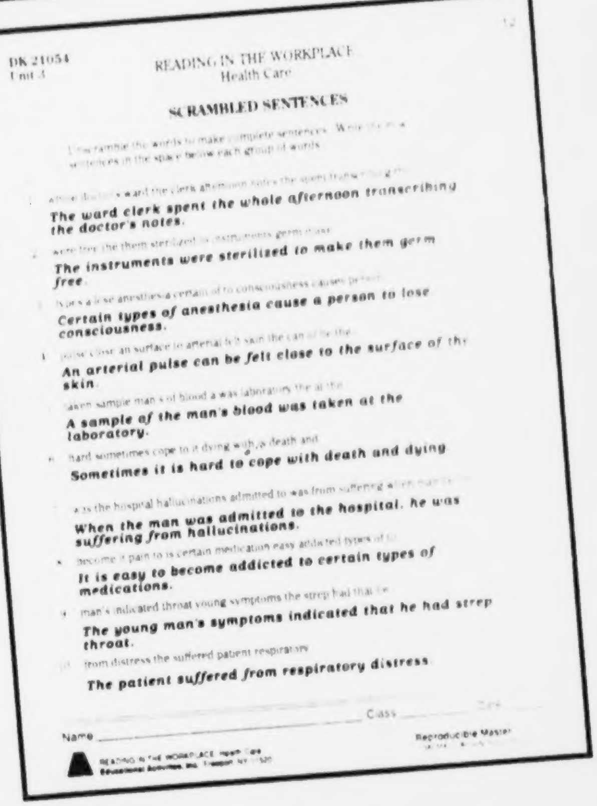

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READING IN THE WORKPLACE
Health Care

SCRAMBLED SENTENCES

Unscramble the words to make complete sentences. Write the new sentences in the space below each group of words.

1. whole doctor's ward the clerk afternoon notes the spent transcribing the
   The ward clerk spent the whole afternoon transcribing the doctor's notes.
2. were free the them sterilized to instruments germ make
   The instruments were sterilized to make them germ free.
3. types a lose anesthesia certain of to consciousness causes person
   Certain types of anesthesia cause a person to lose consciousness.
4. pulse close an surface to arterial felt skin the can of be the
   An arterial pulse can be felt close to the surface of the skin.
5. taken sample man's of blood a was laboratory the at the
   A sample of the man's blood was taken at the laboratory.
6. hard sometimes cope to it dying with is death and
   Sometimes it is hard to cope with death and dying
7. was the hospital hallucinations admitted to was from suffering when man he
   When the man was admitted to the hospital, he was suffering from hallucinations.
8. become it pain to is certain medication easy addicted types of to
   It is easy to become addicted to certain types of medications.
9. man's indicated throat young symptoms the strep had that he
   The young man's symptoms indicated that he had strep throat.
10. from distress the suffered patient respiratory
    The patient suffered from respiratory distress.

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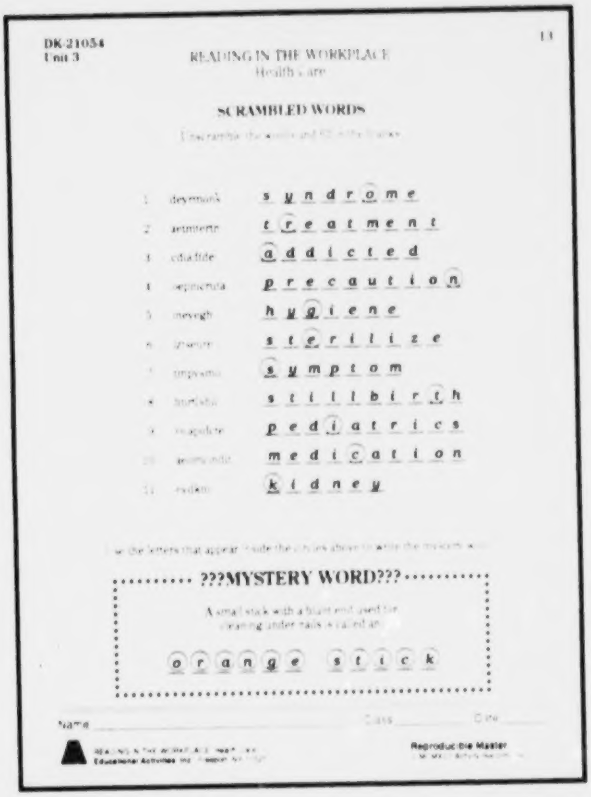
ANSWER KEYS



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Health Care

11

SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. deyrmons s y n d r o m e
2. aetmtertn t r e a t m e n t
3. cdiadtde a d d i c t e d
4. oepncruta p r e c a u t i o n
5. neyegh h y g i e n e
6. [illegible] s t e r i l i z e
7. tmpysmo s y m p t o m
8. hirtsbil s t i l l b i r t h
9. [illegible] p e d i a t r i c s
10. [illegible] m e d i c a t i o n
11. eydikn k i d n e y

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

A small stick with a blunt end used for cleaning under nails is called an

o r a n g e s t i c k

Name ______________ Class ________ Date ________

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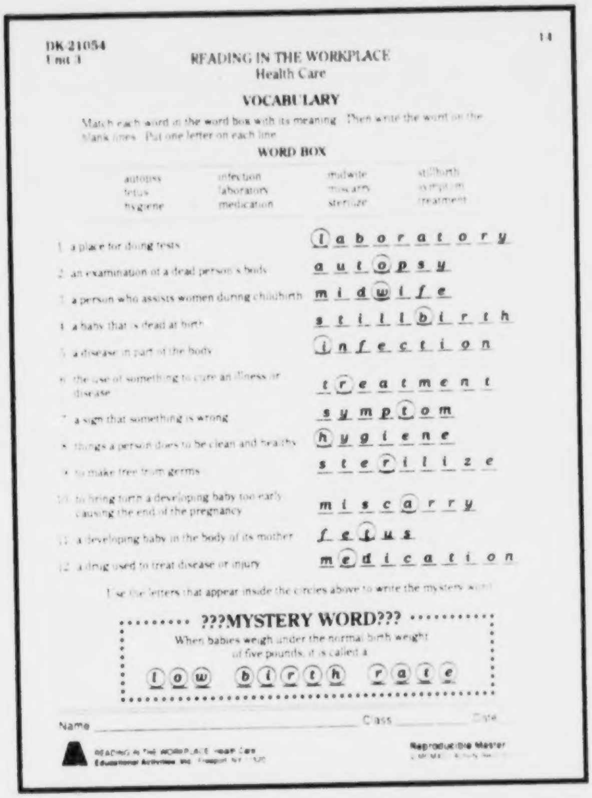

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READING IN THE WORKPLACE
Health Care

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VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

autopsy	infection	midwife	stillbirth
fetus	laboratory	miscarry	symptom
hygiene	medication	sterilize	treatment

1. a place for doing tests l a b o r a t o r y
2. an examination of a dead person's body a u t o p s y
3. a person who assists women during childbirth m i d w i f e
4. a baby that is dead at birth s t i l l b i r t h
5. a disease in part of the body i n f e c t i o n
6. the use of something to cure an illness or disease t r e a t m e n t
7. a sign that something is wrong s y m p t o m
8. things a person does to be clean and healthy h y g i e n e
9. to make free from germs s t e r i l i z e
10. to bring forth a developing baby too early causing the end of the pregnancy m i s c a r r y
11. a developing baby in the body of its mother f e t u s
12. a drug used to treat disease or injury m e d i c a t i o n

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

When babies weigh under the normal birth weight of five pounds, it is called a

l o w b i r t h r a t e

Name ______________ Class ________ Date ________

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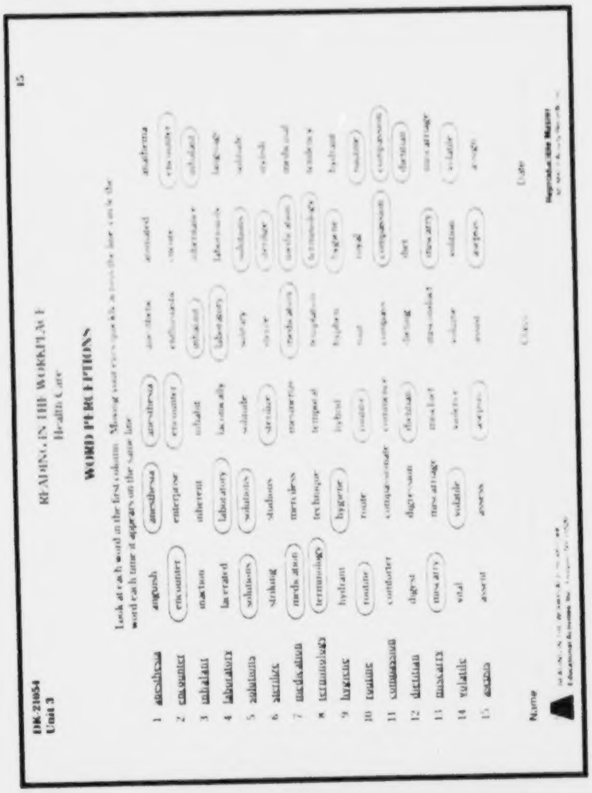

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READING IN THE WORKPLACE
Health Care

15

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1	anesthesia	anguish	[✓ anesthesia]	[✓ anesthesia]	anesthetic	annotated	anathema
2	encounter	[✓ encounter]	enterprise	[✓ encounter]	enthusiastic	encore	[✓ encounter]
3	inhalant	inaction	inherent	inhabit	[✓ inhalant]	inheritance	[✓ inhalant]
4	laboratory	lacerated	[✓ laboratory]	laconically	[✓ laboratory]	laboriously	language
5	solutions	[✓ solutions]	[✓ solutions]	solitude	solitary	[✓ solutions]	solitude
6	sterilize	striking	studious	[✓ sterilize]	sterile	[✓ sterilize]	stylish
7	medication	[✓ medication]	merciless	mesmerize	[✓ medication]	[✓ medication]	medicinal
8	terminology	[✓ terminology]	technique	temporal	temptation	[✓ terminology]	tendency
9	hygiene	hydrant	[✓ hygiene]	hybrid	hyphen	[✓ hygiene]	hydrant
10	routine	[✓ routine]	route	[✓ routine]	road	royal	[✓ routine]
11	compassion	comforter	compassionate	commence	compass	[✓ compassion]	[✓ compassion]
12	dietitian	digest	digression	[✓ dietitian]	dieting	diet	[✓ dietitian]
13	miscarry	[✓ miscarry]	miscarriage	mischief	misconduct	[✓ miscarry]	miscarriage
14	volatile	vital	[✓ volatile]	violence	volume	volition	[✓ volatile]
15	asepsis	assent	assess	[✓ asepsis]	assist	[✓ asepsis]	assign

Name ______________ Class ________ Date ________

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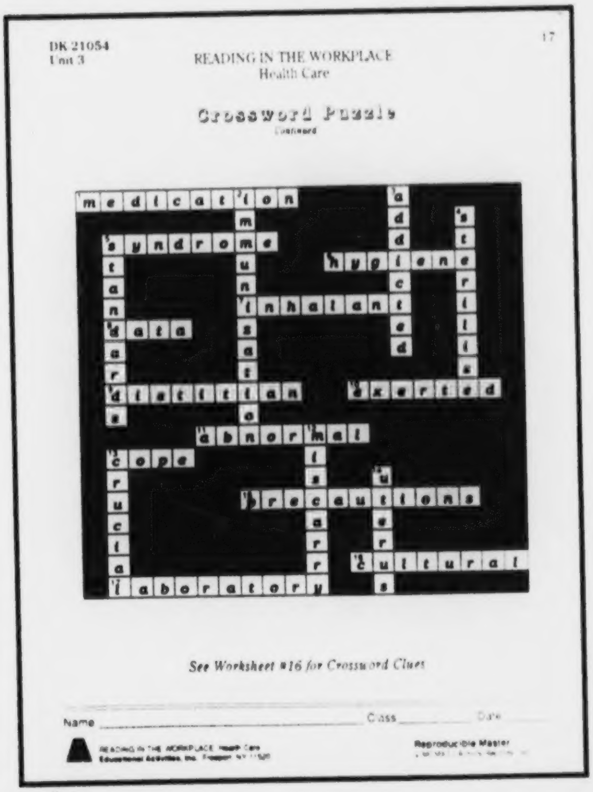

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Unit 3

READING IN THE WORKPLACE
Health Care

17

Crossword Puzzle

Continued

medication
syndrome
hygiene
inhalant
data
dietitian
exerted
abnormal
cope
precautions
cultural
laboratory
addicted
sterilize
immunization
standards
crucial
miscarry
uterus

See Worksheet #16 for Crossword Clues

Name ______________ Class ________ Date ________

READING IN THE WORKPLACE: Health Care
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WORKING AS A NURSING ASSISTANT
Test #1 (Units 1-5)

Part 1 - Multiple Choice

1. **Three of the main career paths in nursing are nursing assistant, registered nurse, and ______ .**
    a. medical doctor
    b. licensed practical nurse
    c. GED
    d. high school graduate

2. **In nursing, *home care* means ______.**
    a. taking care of someone's house
    b. overnight stays in the hospital
    c. nursing care in the homes of ill people
    d. personal hygiene

3. **Another word for *outlook* is ______ .**
    a. see
    b. future
    c. outside
    d. travel

4. **The term *personal care* refers to ______.**
    a. bathing
    b. brushing the teeth
    c. fingernail care
    d. all of the above

5. **Another term for the elimination of solid wastes from the body is ______ .**
    a. urination
    b. bowel movements
    c. circulation
    d. bedpan

6. **A ______ is a device that some patients use instead of a toilet.**
    a. back rub
    b. tub
    c. bedpan
    d. circulation

7. **Another word that refers to the flow of blood through the body is ______ .**
   a. circulation
   b. bedpan
   c. urination
   d. back rub

8. **When you study body mechanics, you learn ______ .**
   a. how to move fast
   b. how to move things without hurting yourself
   c. how to lift using your back and not your knees
   d. how to communicate

9. **One rule of good body mechanics is ______ .**
   a. to stand with feet close together
   b. to lift using the back
   c. to stand with feet a shoulders' width apart
   d. to keep knees straight when lifting

10. **When pushing or pulling an object, you should ______ .**
    a. use the weight of your entire body
    b. use just your arms
    c. use just your back
    d. keep your knees and back straight

11. **Another word for *stable* is ______.**
    a. heavy
    b. secure
    c. happy
    d. unusual

12. **People eat special diets ______ .**
    a. for religious reasons only
    b. because of special health conditions only
    c. to lose weight only
    d. for religious reasons, special health conditions, and weight loss

13. **People with diabetes must avoid ______ .**
    a. vegetables
    b. fruits
    c. sugar
    d. grains

14. **Patients with kidney failure or heart problems are usually put on ______ .**
    a. a diabetic diet
    b. a sodium-restricted diet
    c. a special religious diet
    d. a high calorie diet

15. **Which of the following means nearly the same as *holistic care*? ______**
    a. care that provides for a patient's physical needs only
    b. care that treats the whole person
    c. care provided by more than one person
    d. care that provides only for the emotional needs of a patient

Test 1

Part 2 - Matching 1

____	1.	outlook	a.	secure
____	2.	wide	b.	complete
____	3.	stable	c.	hurt
____	4.	backbone	d.	change a little
____	5.	strained	e.	flow of blood
____	6.	holistic	f.	future
____	7.	rules	g.	correct positioning
____	8.	adjust	h.	basics
____	9.	circulation	i.	spine
____	10.	body mechanics	j.	broad

Test 1

Part 2 continued - Matching 2

____	1.	diabetic	a.	salt
____	2.	document	b.	limited amount
____	3.	therapeutic	c.	correctly
____	4.	I.V.	d.	used for carrying
____	5.	mechanical device	e.	medical treatment
____	6.	restriction	f.	through the blood stream
____	7.	urination	g.	sugar restricted
____	8.	properly	h.	emptying of bladder
____	9.	sodium	i.	write down
____	10.	stretcher	j.	machine

WORKING AS A NURSING ASSISTANT
Test #2 (Units 6-10)

Part 1 - Multiple Choice

1. **Environment means ______ .**
   a. the area in which you live or stay
   b. the blood in our bodies
   c. things that cause other things to be dirty
   d. peace and quiet

2. **Air circulation can be regulated by ______.**
   a. keeping the room temperature at 70°
   b. turning down a television
   c. turning down the lights
   d. opening and closing windows

3. **You can keep noise to a minimum by ______ .**
   a. speaking quietly
   b. banging food trays
   c. turning on the TV
   d. opening the windows

4. **When describing the location of body parts, medical personnel ______ .**
   a. imagine the patient in the anatomic position
   b. move the patient into the anatomic position
   c. imagine the patient lying down
   d. consider the patient's left their left

5. **Which of the following is anterior? ______**
   a. the back
   b. the skeleton
   c. most body organs
   d. the face

6. **Medial parts are ______ .**
   a. on the front of the body
   b. away from the middle
   c. near the middle
   d. next to the ears

7. **Which statement is *not* true about plasma? ________**
   a. It is a liquid.
   b. It is made up of red blood cells.
   c. It carries nutrients.
   d. It is one part of blood.

8. **Three types of blood vessels are ________ .**
   a. oxygen, nutrients, and carbon dioxide
   b. plasma, red blood cells, and white blood cells
   c. hearts, tubing, and pulses
   d. arteries, capillaries, and veins

9. **In the fourth paragraph, the blood system is called *complex* because ________ .**
   a. it is organized along a transverse plane
   b. it has many parts
   c. it has a total of three blood vessels
   d. it is easy to describe

10. **Which of the following is a characteristic of atherosclerosis? ________**
    a. flexible arteries
    b. clogged arteries
    c. good circulation
    d. cardiovascular health

11. **People may be considered at a high risk for a heart attack if they ________ .**
    a. are in good health
    b. do not smoke
    c. get regular exercise
    d. are overweight

12. **Another term for the heart is the ________.**
    a. coronary muscle
    b. circulatory system
    c. angina
    d. atherosclerosis

13. **The treatment of cardiovascular problems ______ .**
    a. is not the same for all patients
    b. depends only on the age of the patient
    c. has not changed in the past twenty years
    d. is rarely successful

14. **Bypass surgery is a solution for patients with ______ .**
    a. an irregular heartbeat
    b. healthy arteries
    c. open arteries
    d. atherosclerosis

15. **Jarvik-7 is ______ .**
    a. the name of the first artificial heart patient
    b. a drug to keep patients from rejecting new hearts
    c. a heart transplant team
    d. an artificial heart

Test 2

Part 2 - Matching 1

____ 1. environment

____ 2. transverse

____ 3. posterior

____ 4. regulate

____ 5. dimmer

____ 6. adjust

____ 7. minimum

____ 8. anterior

____ 9. nauseated

____ 10. stuffy

a. low level

b. sick to the stomach

c. dead air

d. front

e. change a little

f. surroundings

g. less bright

h. back

i. control

j. above and below

Test 2

Part 2 continued - Matching 2

____ 1. circulatory

____ 2. red blood cells

____ 3. transplant

____ 4. plasma

____ 5. bypass

____ 6. complex

____ 7. catheter

____ 8. capillaries

____ 9. vascular

____ 10. white blood cells

a. many parts

b. a type of blood vessel

c. help fight disease

d. vessel

e. thin tube

f. move organ to another body

g. a body system

h. go around

i. carry oxygen and carbon dioxide

j. yellow liquid

WORKING AS A NURSING ASSISTANT
Test #3 (Units 11-15)

Part 1 - Multiple Choice

1. **Geriatrics is ______ .**
   a. a kind of drug
   b. a branch of medicine that deals with germs
   c. a branch of medicine that deals with the elderly
   d. another word for long-term care facility

2. **______ offer 24-hour emergency care.**
   a. Acute care hospitals
   b. Intermediate care facilities
   c. Long-term care facilities
   d. Convalescent homes

3. **If someone has a debilitating sickness, he will ______.**
   a. be aged by it
   b. die of it
   c. be weakened by it
   d. have a youthful outlook

4. **A common change to the cardiovascular system of the elderly is that their ______ .**
   a. blood vessels become too elastic
   b. blood vessels become clogged
   c. blood pressure drops
   d. heartbeat becomes regular

5. **Which of the following is a true statement about a stroke? ______**
   a. It can destroy brain tissue.
   b. It affects only the heart.
   c. It is corrected by a pacemaker.
   d. It reduces blood flow to the heart.

6. **Most diabetics ______.**
   a. are smokers
   b. are men
   c. get the disease while they are quite young
   d. weigh more than they should

7. **Emphysema ______ .**
   a. is caused by dust only
   b. is a drug
   c. is a machine that sends oxygen into the lungs
   d. is a serious illness

8. **The best definition for cartilage is ______ .**
   a. a type of osteoarthritis
   b. a tough, flexible tissue connecting bones
   c. the pain in a person's joints
   d. a tissue found only in the legs

9. **Ambulation equipment includes ______ .**
   a. postural adjustments and prosthetic joints
   b. pain killers and heat pads
   c. wheelchairs and walkers
   d. bus steps and street curbs

10. **Ambulating patients means ______ .**
   a. making their postural adjustments
   b. helping them walk
   c. assisting them in social activities
   d. giving them appropriate care

11. **People express frustration ______ .**
   a. by crying
   b. in different ways
   c. by getting angry
   d. in the same way

12. **When a person withdraws, he ______ .**
   a. talks a lot
   b. gets frustrated
   c. does not communicate
   d. becomes part of a support system

13. Aggressive and demanding behavior is a way of expressing ______ .

a. self-esteem
b. withdrawal
c. emotional support
d. frustration

14. A Nursing Assistant can be an emotional support for patients by ______.

a. taking their vital signs often
b. wearing a clean uniform every day
c. allowing them to make decisions when possible
d. knowing fire evacuation procedures

15. Aging is ______.

a. very frustrating
b. not easy for anyone
c. often connected with pain
d. all of the above

Test 3

Part 2 - Matching 1

___	1.	stimuli	a.	branch of medicine concerned with elderly
___	2.	glaucoma	b.	friends and relatives
___	3.	rehabilitate	c.	aging
___	4.	limitation	d.	weakening
___	5.	debilitating	e.	causing activity
___	6.	myth	f.	restore
___	7.	institutionalize	g.	eye disease
___	8.	geriatrics	h.	put into a facility
___	9.	senescence	i.	something that holds us back
___	10.	support system	j.	not based on fact

Test 3

Part 2 continued - Matching 2

____ 1. arthritis

____ 2. chronically ill

____ 3. acute care

____ 4. agressive behavior

____ 5. stages

____ 6. irregular

____ 7. long-term care facility

____ 8. emphysema

____ 9. cartilage

____ 10. stroke

a. may affect brain

b. convalescent home

c. periods of life

d. emergency

e. may be caused by smoking

f. tissue which joins bones

g. bone disease

h. ill for a long time

i. not normal

j. way of expressing frustration

WORKING AS A NURSING ASSISTANT
Test #4 (Units 16-20)

Part 1 - Multiple Choice

1. ***Gestures* are _______ .**
   - a. the way to express feeling cold
   - b. the way to express feeling sleepy
   - c. body movements that have meaning
   - d. the only way to say hello

2. **People from different countries _______ .**
   - a. act the same in all situations
   - b. have different habits and ways of living
   - c. use the same gestures
   - d. use the same facial expression

3. **Patients who do not speak English have added difficulty because _______ .**
   - a. they are ill
   - b. they are afraid about being in the hospital
   - c. they may not understand what is happening to them
   - d. they are in a health care facility

4. **Which of the following statements about communication is true? _______**
   - a. We communicate with words only.
   - b. We communicate with gestures only.
   - c. Communication using gestures is not possible.
   - d. We can communicate using words and gestures.

5. **Abbreviations are used in health care facilities because _______ .**
   - a. they make it easier and quicker to name things and places
   - b. they make it easier to tell where we have been on vacation
   - c. they are like learning another language
   - d. they help patients find their way around the facility

6. **Patients who are in the intensive care unit are _______ .**
   - a. receiving operations
   - b. about to be discharged
   - c. not watched very carefully
   - d. in critical condition

7. **The abbreviation *q* means _______.**
   a. every
   b. every hour
   c. every two hours
   d. every day

8. **If a patient needs a procedure done every two hours, a nurse will write _______.**
   a. q
   b. qh
   c. q2h
   d. qh2

9. **A *hospice* is _______ .**
   a. another word for *hospital*
   b. a long-term care facility
   c. a place where nursing assistants do not work
   d. a place for terminally ill patients

10. **The word *realistic* means _______ .**
   a. seeing things the way we wish them to be
   b. the inability to get a job
   c. seeing things as they are, not as we wish them to be
   d. the ability to own a piece of land

11. **Another word for *attitude* is _______ .**
   a. outlook
   b. positive
   c. negative
   d. employer

12. **A word that means *something that holds us back from doing things is* _______.**
   a. hospices
   b. employers
   c. limitation
   d. realistic

13. One of the things included in most *fringe benefits packages* is ______.

a. your schedule
b. health insurance coverage
c. personnel
d. resignation

14. Another term for *punctual* is ______.

a. put off
b. turn off
c. on line
d. on time

15. You should follow directions ______.

a. only when you understand the reasons behind them
b. all the time
c. when you feel like it
d. not all the time

Test 4

Part 2 - Matching 1

____ 1. consists of

____ 2. critical

____ 3. q2h

____ 4. apprehensive

____ 5. personnel

____ 6. gestures

____ 7. appropriate

____ 8. breathing

____ 9. attitude

____ 10. q. i. d.

a. body movements

b. respiratory

c. four times a day

d. outlook

e. acceptable

f. employees

g. every two hours

h. made up of

i. very serious

j. scared

Test 4

Part 2 continued - Matching 2

____	1.	interpreter	a.	facility for the dying
____	2.	comprehend	b.	things that hold you back
____	3.	look directly at	c.	answers
____	4.	hospice	d.	short forms
____	5.	strengths	e.	fill out
____	6.	history	f.	background
____	7.	limitations	g.	translator
____	8.	abbreviations	h.	good qualities
____	9.	complete	i.	eye contact
____	10.	solutions	j.	understand

WORKING AS A NURSING ASSISTANT
Test #1 (Units 1-5)

Part 1 - Multiple Choice

1. **Three of the main career paths in nursing are nursing assistant, registered nurse, and _______ .**
    a. medical doctor
    [✓ b.] licensed practical nurse
    c. GED
    d. high school graduate

2. **In nursing, *home care* means _______.**
    a. taking care of someone's house
    b. overnight stays in the hospital
    [✓ c.] nursing care in the homes of ill people
    d. personal hygiene

3. **Another word for *outlook* is _______ .**
    a. see
    [✓ b.] future
    c. outside
    d. travel

4. **The term *personal care* refers to _______.**
    a. bathing
    b. brushing the teeth
    c. fingernail care
    [✓ d.] all of the above

5. **Another term for the elimination of solid wastes from the body is _______ .**
    a. urination
    [✓ b.] bowel movements
    c. circulation
    d. bedpan

6. **A _______ is a device that some patients use instead of a toilet.**
    a. back rub
    b. tub
    [✓ c.] bedpan
    d. circulation

7. **Another word that refers to the flow of blood through the body is ______ .**
[✓ a.] circulation
b. bedpan
c. urination
d. back rub

8. **When you study body mechanics, you learn ______ .**
a. how to move fast
[✓ b.] how to move things without hurting yourself
c. how to lift using your back and not your knees
d. how to communicate

9. **One rule of good body mechanics is ______ .**
a. to stand with feet close together
b. to lift using the back
[✓ c.] to stand with feet a shoulders' width apart
d. to keep knees straight when lifting

10. **When pushing or pulling an object, you should ______ .**
[✓ a.] use the weight of your entire body
b. use just your arms
c. use just your back
d. keep your knees and back straight

11. **Another word for *stable* is ______.**
a. heavy
[✓ b.] secure
c. happy
d. unusual

12. **People eat special diets ______ .**
a. for religious reasons only
b. because of special health conditions only
c. to lose weight only
[✓ d.] for religious reasons, special health conditions, and weight loss

13. People with diabetes must avoid ______ .

a. vegetables
b. fruits
[✓ c.] sugar
d. grains

14. Patients with kidney failure or heart problems are usually put on ______ .

a. a diabetic diet
[✓ b.] a sodium-restricted diet
c. a special religious diet
d. a high calorie diet

15. Which of the following means nearly the same as *holistic care*? ______

a. care that provides for a patient's physical needs only
[✓ b.] care that treats the whole person
c. care provided by more than one person
d. care that provides only for the emotional needs of a patient

Test 1

Part 2 - Matching 1

f 1. outlook

j 2. wide

a 3. stable

i 4. backbone

c 5. strained

b 6. holistic

h 7. rules

d 8. adjust

e 9. circulation

g 10. body mechanics

a. secure

b. complete

c. hurt

d. change a little

e. flow of blood

f. future

g. correct positioning

h. basics

i. spine

j. broad

Test 1

Part 2 continued - Matching 2

g 1. diabetic
i 2. document
e 3. therapeutic
f 4. I.V.
j 5. mechanical device
b 6. restriction
h 7. urination
c 8. properly
a 9. sodium
d 10. stretcher

a. salt
b. limited amount
c. correctly
d. used for carrying
e. medical treatment
f. through the blood stream
g. sugar restricted
h. emptying of bladder
i. write down
j. machine

WORKING AS A NURSING ASSISTANT
Test #2 (Units 6-10)

Part 1 - Multiple Choice

1. **Environment means ________ .**
   - [✓ a.] the area in which you live or stay
   - b. the blood in our bodies
   - c. things that cause other things to be dirty
   - d. peace and quiet

2. **Air circulation can be regulated by ________.**
   - a. keeping the room temperature at 70°
   - b. turning down a television
   - c. turning down the lights
   - [✓ d.] opening and closing windows

3. **You can keep noise to a minimum by ________ .**
   - [✓ a.] speaking quietly
   - b. banging food trays
   - c. turning on the TV
   - d. opening the windows

4. **When describing the location of body parts, medical personnel ________ .**
   - [✓ a.] imagine the patient in the anatomic position
   - b. move the patient into the anatomic position
   - c. imagine the patient lying down
   - d. consider the patient's left their left

5. **Which of the following is anterior? ________**
   - a. the back
   - b. the skeleton
   - c. most body organs
   - [✓ d.] the face

6. **Medial parts are ________ .**
   - a. on the front of the body
   - b. away from the middle
   - [✓ c.] near the middle
   - d. next to the ears

7. **Which statement is *not* true about plasma? ______**
   a. It is a liquid.
   [✓ b.] It is made up of red blood cells.
   c. It carries nutrients.
   d. It is one part of blood.

8. **Three types of blood vessels are ______ .**
   a. oxygen, nutrients, and carbon dioxide
   b. plasma, red blood cells, and white blood cells
   c. hearts, tubing, and pulses
   [✓ d.] arteries, capillaries, and veins

9. **In the fourth paragraph, the blood system is called *complex* because ______ .**
   a. it is organized along a transverse plane
   [✓ b.] it has many parts
   c. it has a total of three blood vessels
   d. it is easy to describe

10. **Which of the following is a characteristic of atherosclerosis? ______**
    a. flexible arteries
    [✓ b.] clogged arteries
    c. good circulation
    d. cardiovascular health

11. **People may be considered at a high risk for a heart attack if they ______ .**
    a. are in good health
    b. do not smoke
    c. get regular exercise
    [✓ d.] are overweight

12. **Another term for the heart is the ______.**
    [✓ a.] coronary muscle
    b. circulatory system
    c. angina
    d. atherosclerosis

13. The treatment of cardiovascular problems ______ .

[✓ a.] is not the same for all patients
b. depends only on the age of the patient
c. has not changed in the past twenty years
d. is rarely successful

14. Bypass surgery is a solution for patients with ______ .

a. an irregular heartbeat
b. healthy arteries
c. open arteries
[✓ d.] atherosclerosis

15. Jarvik-7 is ______ .

a. the name of the first artificial heart patient
b. a drug to keep patients from rejecting new hearts
c. a heart transplant team
[✓ d.] an artificial heart

Test 2

Part 2 - Matching 1

f	1.	environment	a.	low level
j	2.	transverse	b.	sick to the stomach
h	3.	posterior	c.	dead air
i	4.	regulate	d.	front
g	5.	dimmer	e.	change a little
e	6.	adjust	f.	surroundings
a	7.	minimum	g.	less bright
d	8.	anterior	h.	back
b	9.	nauseated	i.	control
c	10.	stuffy	j.	above and below

Test 2

Part 2 continued - Matching 2

g	1.	circulatory	a.	many parts
i	2.	red blood cells	b.	a type of blood vessel
f	3.	transplant	c.	help fight disease
j	4.	plasma	d.	vessel
h	5.	bypass	e.	thin tube
a	6.	complex	f.	move organ to another body
e	7.	catheter	g.	a body system
b	8.	capillaries	h.	go around
d	9.	vascular	i.	carry oxygen and carbon dioxide
c	10.	white blood cells	j.	yellow liquid

WORKING AS A NURSING ASSISTANT
Test #3 (Units 11-15)

Part 1 - Multiple Choice

1. **Geriatrics is ________ .**
   a. a kind of drug
   b. a branch of medicine that deals with germs
   [✓ c.] a branch of medicine that deals with the elderly
   d. another word for long-term care facility

2. **________ offer 24-hour emergency care.**
   [✓ a.] Acute care hospitals
   b. Intermediate care facilities
   c. Long-term care facilities
   d. Convalescent homes

3. **If someone has a debilitating sickness, he will ________ .**
   a. be aged by it
   b. die of it
   [✓ c.] be weakened by it
   d. have a youthful outlook

4. **A common change to the cardiovascular system of the elderly is that their ________ .**
   a. blood vessels become too elastic
   [✓ b.] blood vessels become clogged
   c. blood pressure drops
   d. heartbeat becomes regular

5. **Which of the following is a true statement about a stroke? ________**
   [✓ a.] It can destroy brain tissue.
   b. It affects only the heart.
   c. It is corrected by a pacemaker.
   d. It reduces blood flow to the heart.

6. **Most diabetics ________.**
   a. are smokers
   b. are men
   c. get the disease while they are quite young
   [✓ d.] weigh more than they should

7. **Emphysema _______ .**
    a. is caused by dust only
    b. is a drug
    c. is a machine that sends oxygen into the lungs
    [✓ d.] is a serious illness

8. **The best definition for cartilage is _______ .**
    a. a type of osteoarthritis
    [✓ b.] a tough, flexible tissue connecting bones
    c. the pain in a person's joints
    d. a tissue found only in the legs

9. **Ambulation equipment includes _______ .**
    a. postural adjustments and prosthetic joints
    b. pain killers and heat pads
    [✓ c.] wheelchairs and walkers
    d. bus steps and street curbs

10. **Ambulating patients means _______ .**
    a. making their postural adjustments
    [✓ b.] helping them walk
    c. assisting them in social activities
    d. giving them appropriate care

11. **People express frustration _______ .**
    a. by crying
    [✓ b.] in different ways
    c. by getting angry
    d. in the same way

12. **When a person withdraws, he _______ .**
    a. talks a lot
    b. gets frustrated
    [✓ c.] does not communicate
    d. becomes part of a support system

13. **Aggressive and demanding behavior is a way of expressing ______ .**
   a. self-esteem
   b. withdrawal
   c. emotional support
   [✓ d.] frustration

14. **A Nursing Assistant can be an emotional support for patients by ______.**
   a. taking their vital signs often
   b. wearing a clean uniform every day
   [✓ c.] allowing them to make decisions when possible
   d. knowing fire evacuation procedures

15. **Aging is ______.**
   a. very frustrating
   b. not easy for anyone
   c. often connected with pain
   [✓ d.] all of the above

Test 3

Part 2 - Matching 1

e	1.	stimuli	a.	branch of medicine concerned with elderly
g	2.	glaucoma	b.	friends and relatives
f	3.	rehabilitate	c.	aging
i	4.	limitation	d.	weakening
d	5.	debilitating	e.	causing activity
j	6.	myth	f.	restore
h	7.	institutionalize	g.	eye disease
a	8.	geriatrics	h.	put into a facility
c	9.	senescence	i.	something that holds us back
b	10.	support system	j.	not based on fact

Test 3

Part 2 continued - Matching 2

g 1. arthritis
h 2. chronically ill
d 3. acute care
j 4. agressive behavior
c 5. stages
i 6. irregular
b 7. long-term care facility
e 8. emphysema
f 9. cartilage
a 10. stroke

a. may affect brain
b. convalescent home
c. periods of life
d. emergency
e. may be caused by smoking
f. tissue which joins bones
g. bone disease
h. ill for a long time
i. not normal
j. way of expressing frustration

WORKING AS A NURSING ASSISTANT
Test #4 (Units 16-20)

Part 1 - Multiple Choice

1. *Gestures* are ______ .
   a. the way to express feeling cold
   b. the way to express feeling sleepy
   [✓ c.] body movements that have meaning
   d. the only way to say hello

2. **People from different countries ______ .**
   a. act the same in all situations
   [✓ b.] have different habits and ways of living
   c. use the same gestures
   d. use the same facial expression

3. **Patients who do not speak English have added difficulty because ______ .**
   a. they are ill
   b. they are afraid about being in the hospital
   [✓ c.] they may not understand what is happening to them
   d. they are in a health care facility

4. **Which of the following statements about communication is true? ______**
   a. We communicate with words only.
   b. We communicate with gestures only.
   c. Communication using gestures is not possible.
   [✓ d.] We can communicate using words and gestures.

5. **Abbreviations are used in health care facilities because ______ .**
   [✓ a.] they make it easier and quicker to name things and places
   b. they make it easier to tell where we have been on vacation
   c. they are like learning another language
   d. they help patients find their way around the facility

6. **Patients who are in the intensive care unit are ______ .**
   a. receiving operations
   b. about to be discharged
   c. not watched very carefully
   [✓ d.] in critical condition

7. **The abbreviation *q* means ______.**
   - [✓ a.] every
   - b. every hour
   - c. every two hours
   - d. every day

8. **If a patient needs a procedure done every two hours, a nurse will write ______.**
   - a. q
   - b. qh
   - [✓ c.] q2h
   - d. qh2

9. **A *hospice* is ______ .**
   - a. another word for *hospital*
   - b. a long-term care facility
   - c. a place where nursing assistants do not work
   - [✓ d] a place for terminally ill patients

10. **The word *realistic* means ______ .**
   - a. seeing things the way we wish them to be
   - b. the inability to get a job
   - [✓ c] seeing things as they are, not as we wish them to be
   - d. the ability to own a piece of land

11. **Another word for *attitude* is ______ .**
   - [✓ a] outlook
   - b. positive
   - c. negative
   - d. employer

12. **A word that means *something that holds us back from doing things is* ______.**
   - a. hospices
   - b. employers
   - [✓ c] limitation
   - d. realistic

13. **One of the things included in most *fringe benefits packages* is ________.**
   a. your schedule
   [✓ b] health insurance coverage
   c. personnel
   d. resignation

14. **Another term for *punctual* is ________.**
   a. put off
   b. turn off
   c. on line
   [✓ d] on time

15. **You should follow directions ________.**
   a. only when you understand the reasons behind them
   [✓ b] all the time
   c. when you feel like it
   d. not all the time

Test 4

Part 2 - Matching 1

h	1.	consists of	a.	body movements
i	2.	critical	b.	respiratory
g	3.	q2h	c.	four times a day
j	4.	apprehensive	d.	outlook
f	5.	personnel	e.	acceptable
a	6.	gestures	f.	employees
e	7.	appropriate	g.	every two hours
b	8.	breathing	h.	made up of
d	9.	attitude	i.	very serious
c	10.	q. i. d.	j.	scared

Test 4

Part 2 continued - Matching 2

g	1.	interpreter	a.	facility for the dying
j	2.	comprehend	b.	things that hold you back
i	3.	look directly at	c.	answers
a	4.	hospice	d.	short forms
h	5.	strengths	e.	fill out
f	6.	history	f.	background
b	7.	limitations	g.	translator
d	8.	abbreviations	h.	good qualities
e	9.	complete	i.	eye contact
c	10.	solutions	j.	understand

Name ____ **Date** __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she __________ the street.
A good guess for the missing word is "crossed."
She looked before she *crossed* **the street.**

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 1: Home Away From Home

Where can you get better rest-in a stuffy, noisy, and dirty room or in an airy, quiet, and clean room? The answer is easy, Patients need a clean and __________ **environment** so that they can get their rest. This __________ be easy for a nursing assistant to forget on __________ busy day at work when there is a lot __________ do in a short period of time. But finding __________ to make the patient's environment comfortable and pleasant is __________ important.

A hot, stuffy room is terrible, especially if the __________ is feeling sick. It is important to make sure __________ the temperature in a patient's room is comfortable. Different __________ prefer different temperatures, so check with the patient. A __________ rule of thumb is to keep the room at 70 __________. Movement of fresh air, or **air circulation**, in the __________ is also necessary. Air circulation can be adjusted by __________ or closing top and bottom windows. At the same __________, protect patients from drafts by using screens or curtains.

The __________ staff can also **regulate**, or control, the light in __________ patient's room. Sleeping under a bright light can be __________ difficult. If a patient is resting, lights should be __________, or turned down low so that the patient can __________. However, there should be enough light so that staff __________ move around the room easily.

Noise is difficult to __________ on a hospital floor. There is the noise of __________ talking, televisions blaring, and food trays clattering. It is __________ to keep noise to a minimum, especially around patients __________ are resting. One way to keep the noise to __________ minimum is to speak quietly whenever possible. Another way __________ to make sure that a patient's television is not __________ loud that it bothers others. Also, preventing food trays __________ banging against other surfaces helps to cut down on __________. A quiet environment will allow a patient to rest.

Score = __________
28

Name ______________________________ **Date** __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

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In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 2: Our Lifeblood

This unit and the three that follow are an introduction to the **circulatory system**, one of nine systems in the body. The circulatory system transports, or carries, blood to every __________ in the body. More that 100,000 times per day, a __________ pushes blood through this system.

Blood is made up __________ **plasma** and blood cells. Plasma, a yellow liquid, carries __________ and some waste products. The heavier, solid parts of __________ are blood cells. Most blood cells are red blood __________. These cells carry oxygen to the body cells and __________ carbon dioxide away from them. Besides red blood cells, __________ are white blood cells, which help fight disease. Other __________ help to stop bleeding.

There are three types of **blood vessels**, or tubing, in the circulatory system:

1. **Arteries** carry blood from the heart to the rest __________ the body. Arteries are the thickest blood vessels because __________ carry blood under pressure. Because of this pressure, you __________ feel a pulse on an artery. As arteries lead __________ from the heart to the body cells, they branch __________ and become smaller.

2. **Capillaries** carry blood from the arteries to body cells. Capillaries __________ the smallest blood vessels with the thinnest walls. Oxygen __________ nutrients flow through capillary walls into the cells. Carbon __________ and waste materials flow from the cells into the__________.

3. **Veins** receive blood from the capillaries and transport it __________ to the heart. As they lead back to the __________, smaller veins join to form larger ones. As a __________, veins near the heart are almost as large as __________ near the heart.

The blood vessel system in the body is very __________, as shown below. It transports blood away from the __________ and then back to the heart. More than 50,000 __________ of tubing in our bodies make up this system.

Nursing assistants work with human beings-very complex organisms. __________ human being is made up of systems that work __________ to keep the organism alive. The circulatory system is one of those systems.

Score = __________

Name ____ Date __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she __________ the street.
A good guess for the missing word is "crossed."
She looked before she *crossed* **the street.**

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 3: Have a Heart

Rita is a nursing assistant who works with patients with cardiovascular problems. Each patient's treatment depends on several things. It depends __________ part on the type of cardiovascular problem the patient __________ . Angina, atherosclerosis, and clogged coronary arteries are all treated __________ . Treatment also depends on the patient's general condition. Age __________ physical and mental health determine what is and is __________ possible. Rita is involved in each patient's treatment. She __________ interested in and concerned about each of her patients.

Joanne __________ an **irregular heartbeat** because the part of her heart __________ controls the heartbeat, is not working correctly. The different __________ of the heart are not working together. Doctors can __________ Joanne's problem with an artificial, or man-made, **pacemaker**. They will place this electronic __________ under her chest muscles. Small wires will then carry __________ into her coronary muscle.

Another patient Rita is concerned __________ is Gerald. He had open-heart surgery to correct __________ atherosclerosis. His coronary arteries were so clogged that the doctor __________ to replace them. Blood vessels from Gerald's legs were __________ to **bypass**, or go around, his coronary arteries in three __________ . This type of open-heart surgery is called triple-__________ surgery.

Some of Rita's patients receive a treatment called **angioplasty**. __________ means remodeling of a blood vessel. A surgeon can __________ a clogged blood vessel by putting a tube called __________ **catheter** into that blood vessel. When the catheter reaches __________ clogged area, the surgeon uses a hand pump to __________ up a balloon inside the catheter. The balloon opens __________ blood vessel, allowing blood to flow more freely.

Some __________ with cardiovascular problems may need a heart **transplant**. The __________ transplant was done in 1967. The heart of a __________ woman killed in a car accident was transplanted into __________ chest of a 57-year-old man. He lived __________ 18 days. The second patient to receive a heart __________ lived for 19 months. In 1984, the heart of __________ baboon was transplanted into the chest of a baby. __________ baby, called Baby Fae, lived for 21 days. A __________ in all transplants is **organ rejection**. A patient's body __________ the transplanted heart as a foreign object, and his __________ system fights against it. Drugs are used to keep __________ body from rejecting the new heart. However, these drugs __________ decrease the body's ability to fight off disease and __________ .

Doctors are experimenting to see whether artificial hearts might ____________ the body avoid organ rejection. The first successful artificial ____________, called the Jarvik-7, was placed in the chest of ____________ patient in 1982. It was made of aluminum and plastic and was ____________ by air. The patient lived for 112 days.

The ____________ of heart ailments has changed a lot in recent years. As a nursing assistant, Rita has seen many patients who have been helped by these new types of treatment.

Score = ____________
43

Name ______________________________ Date __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she __________ the street.
A good guess for the missing word is "crossed."
She looked before she *crossed* the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 4: Myths about the Elderly

Geriatrics is a branch of medicine that is concerned with the medical problems and care of the elderly. A nursing assistant who is especially trained __________ work with the elderly is called a __________ nursing assistant. In this unit, you will __________ some information that will be useful to __________ if you work with elderly patients.

People __________ all stages of life are highly individual; __________ is, no two people are alike. This __________ especially true of the elderly. It is __________ to see through the many myths about __________ people. Myths are false stories or ideas; __________ are not based on fact. Myths about __________ elderly are a problem because people, both __________ assistants and the elderly themselves, begin to __________ as though the ideas are true. For __________, if an elderly person is told that __________ is helpless, he may begin to make __________ helpless. Other myths about the elderly are:

- People become old at a certain age, such as 65.
- They cannot take care of themselves.
- They cannot make decisions.
- They have no interest in life, work, or other activities.
- They have nothing to contribute to society.
- They are unable to learn.
- They all live in poverty.
- They are neglected by family, friends, and society.

Facts show that these ideas are false. __________ example, "old" is not really a question __________ age. It is a question of health, __________, and state of mind. It is a __________ that people are active and healthy into __________ 80's. It is a fact that many older __________ have few on-the-job accidents and __________ miss work. They also get great satisfaction __________ their jobs and are willing to learn __________ skills. It is also a fact that 95% __________ the people over 65 live in their __________ homes, live independent lives, and look forward __________ 10 or 15 more years of life. __________ 80% of this group is mobile.

Only __________ 5% of people over 65 are institutionalized, __________ living in special facilities. However, this 5% __________ in a variety of settings. The amount __________ care these elderly people need varies. A __________ assistant's role varies according to the type __________ institution.

Score = __________
34

Name ______________________________ Date __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she __________ the street.
A good guess for the missing word is "crossed."
She looked before she ___*crossed*___ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 5: Chronic Facts of Life

About 80% of all people over 65 have one or more chronic diseases. These diseases are a fact of life for __________ elderly people. This lesson discusses four common __________ among people in late adulthood. A nursing __________ who knows something about each of these __________ is better able to help patients who __________ from these conditions.

Diane has **osteoporosis**. This __________ gives her back pain and headaches. She __________ tired easily and is quite afraid while __________. This is because the disease has made __________ bones thin and weak. If she falls, __________ will easily break a bone. Since beginning __________ treatment, Diane has used **braces** for support. __________ has also been helped to get the __________ kind of exercise. Her special diet has __________ her added vitamin C and D and calcium.

Donald __________ **diabetes**. Almost half of all diabetes cases occur __________ people who are over 40. Donald's diabetes __________ not recognized until he was 64. As __________ true for 90% of all diabetics, Donald __________ a little overweight. He was diagnosed as __________ diabetes after he went to see his __________ about pain in his fingers. Now he __________ to give himself daily **insulin** shots. Insulin __________ a drug that helps his body use __________. In a healthy body, insulin is produced __________. It is not produced in medication alone. Diabetics might also be __________ on a strict diet. This special diet __________ help them to control the effects of __________ disease and to control their body weight.

Mrs. Gomez has lost most of her __________ because of **glaucoma**. This disease is caused __________ fluid collecting in and around the eyeball. __________ fluid puts pressure on the nerve between __________ eye and the brain. This pressure hurts. __________ can eventually damage that nerve. Besides losing __________ sight, she also has severe pain. Surgery __________ sometimes used to treat glaucoma, but Mrs. Gomez __________ being treated with a variety of drugs.

Paul __________ **emphysema**. For men over 40, emphysema is __________ only to heart attack as the leading __________ of death. Paul worked in a dusty __________ for many years. He also smoked for 50 __________. Both of these conditions may have led __________ his emphysema. As smoking has become more __________ among women, so have cases of emphysema __________ women. Treatment of this disease focuses on __________ the lung passages. In extreme cases, oxygen __________ a drug is forced into Paul's lungs. __________ drug opens the lung passages. When the __________ passages are open, the person can breathe __________ easily. Further treatment is not possible.

Residents and patients at a long-term __________ facility may suffer from a variety of __________ conditions. Geriatric nursing assistants learn to perform support roles for people with these different ailments.

Score = __________
53

Name ______________________________ **Date** __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she __________ the street.
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She looked before she *crossed* the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 1: Home Away From Home

Where can you get better rest-in a stuffy, noisy, and dirty room or in an airy, quiet, and clean room? The answer is easy, Patients need a clean and comfortable **environment** so that they can get their rest. This may be easy for a nursing assistant to forget on a busy day at work when there is a lot to do in a short period of time. But finding ways to make the patient's environment comfortable and pleasant is very important.

A hot, stuffy room is terrible, especially if the patient is feeling sick. It is important to make sure that the temperature in a patient's room is comfortable. Different people prefer different temperatures, so check with the patient. A good rule of thumb is to keep the room at 70 degrees. Movement of fresh air, or **air circulation**, in the room is also necessary. Air circulation can be adjusted by opening or closing top and bottom windows. At the same time, protect patients from drafts by using screens or curtains.

The nursing staff can also **regulate**, or control, the light in a patient's room. Sleeping under a bright light can be very difficult. If a patient is resting, lights should be dimmed, or turned down low so that the patient can sleep. However, there should be enough light so that staff can move around the room easily.

Noise is difficult to Control on a hospital floor. There is the noise of people talking, televisions blaring, and food trays clattering. It is important to keep noise to a **minimum**, especially around patients who are resting. One way to keep the noise to a minimum is to speak quietly whenever possible. Another way is to make sure that a patient's television is not so loud that it bothers others. Also, preventing food trays from banging against other surfaces helps to cut down on noise. A quiet environment will allow a patient to rest.

Score = __________
28

Name ______________________________ **Date** __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ________ the street.
A good guess for the missing word is "crossed."
She looked before she crossed the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 2: Our Lifeblood

This unit and the three that follow are an introduction to the **circulatory system**, one of nine systems in the body. The circulatory system transports, or carries, blood to every cell in the body. More that 100,000 times per day, a heartbeat pushes blood through this system.

Blood is made up of **plasma** and blood cells. Plasma, a yellow liquid, carries nutrients and some waste products. The heavier, solid parts of blood are blood cells. Most blood cells are red blood cells. These cells carry oxygen to the body cells and take carbon dioxide away from them. Besides red blood cells, there are white blood cells, which help fight disease. Other cells help to stop bleeding.

There are three types of **blood vessels**, or tubing, in the circulatory system:

1. **Arteries** carry blood from the heart to the rest of the body. Arteries are the thickest blood vessels because they carry blood under pressure. Because of this pressure, you can feel a pulse on an artery. As arteries lead away from the heart to the body cells, they branch out and become smaller.

2. **Capillaries** carry blood from the arteries to body cells. Capillaries are the smallest blood vessels with the thinnest walls. Oxygen and nutrients flow through capillary walls into the cells. Carbon dioxide and waste materials flow from the cells into the capillaries

3. **Veins** receive blood from the capillaries and transport it back to the heart. As they lead back to the heart, smaller veins join to form larger ones. As a result, veins near the heart are almost as large as arteries near the heart.

The blood vessel system in the body is very complex, as shown below. It transports blood away from the heart and then back to the heart. More than 50,000 miles of tubing in our bodies make up this system.

Nursing assistants work with human beings-very complex organisms. A human being is made up of systems that work together to keep the organism alive. The circulatory system is one of those systems.

Score = __________

Accept other answers which make sense,

Name ______________________________ Date __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she __________ the street.
A good guess for the missing word is "crossed."
She looked before she *crossed* the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 3: Have a Heart

Rita is a nursing assistant who works with patients with cardiovascular problems. Each patient's treatment depends on several things. It depends in part on the type of cardiovascular problem the patient has. Angina, atherosclerosis, and clogged coronary arteries are all treated differently. Treatment also depends on the patient's general condition. Age and physical and mental health determine what is and is not possible. Rita is involved in each patient's treatment. She is interested in and concerned about each of her patients.

Joanne has an **irregular heartbeat** because the part of her heart that controls the heartbeat, is not working correctly. The different parts of the heart are not working together. Doctors can correct Joanne's problem with an artificial, or man-made, **pacemaker**. They will place this electronic device under her chest muscles. Small wires will then carry electricity into her coronary muscle.

Another patient Rita is concerned about is Gerald. He had open-heart surgery to correct his atherosclerosis. His coronary arteries were so clogged that the doctor decided to replace them. Blood vessels from Gerald's legs were used to **bypass**, or go around, his coronary arteries in three places. This type of open-heart surgery is called triple-bypass surgery.

Some of Rita's patients receive a treatment called **angioplasty**. Angioplasty means remodeling of a blood vessel. A surgeon can open a clogged blood vessel by putting a tube called a **catheter** into that blood vessel. When the catheter reaches the clogged area, the surgeon uses a hand pump to blow up a balloon inside the catheter. The balloon opens the blood vessel, allowing blood to flow more freely.

Some patients with cardiovascular problems may need a heart **transplant**. The first transplant was done in 1967. The heart of a young woman killed in a car accident was transplanted into the chest of a 57-year-old man. He lived for 18 days. The second patient to receive a heart transplant lived for 19 months. In 1984, the heart of a baboon was transplanted into the chest of a baby. The baby, called Baby Fae, lived for 21 days. A problem in all transplants is **organ rejection**. A patient's body recognizes the transplanted heart as a foreign object, and his immune system fights against it. Drugs are used to keep the body from rejecting the new heart. However, these drugs also decrease the body's ability to fight off disease and infection.

Doctors are experimenting to see whether artificial hearts might help the body avoid organ rejection. The first successful artificial heart, called the Jarvik-7, was placed in the chest of a patient in 1982. It was made of aluminum and plastic and was powered by air. The patient lived for 112 days.

The treatment of heart ailments has changed a lot in recent years. As a nursing assistant, Rita has seen many patients who have been helped by these new types of treatment.

Score = ____ / 43

Accept other answers which make sense.

Name ______________________________ **Date** __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she __________ the street.
A good guess for the missing word is "crossed."
She looked before she *crossed* **the street.**

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 4: Myths about the Elderly

Geriatrics is a branch of medicine that is concerned with the medical problems and care of the **elderly**. A nursing assistant who is especially trained to work with the elderly is called a geriatric nursing assistant. In this unit, you will read some information that will be useful to you if you work with elderly patients.

People in all stages of life are highly individual; that is, no two people are alike. This is especially true of the elderly. It is important to see through the many **myths** about elderly people. Myths are false stories or ideas; they are not based on fact. Myths about the elderly are a problem because people, both nursing assistants and the elderly themselves, begin to act as though the ideas are true. For example, if an elderly person is told that he is helpless, he may begin to make himself helpless. Other myths about the elderly are:

- People become old at a certain age, such as 65.
- They cannot take care of themselves.
- They cannot make decisions.
- They have no interest in life, work, or other activities.
- They have nothing to contribute to society.
- They are unable to learn.
- They all live in poverty.
- They are neglected by family, friends, and society.

Facts show that these ideas are false. For example, "old" is not really a question of age. It is a question of health, activity, and state of mind. It is a fact that people are active and healthy into their 80's. It is a fact that many older workers have few on-the-job accidents and rarely miss work. They also get great satisfaction from their jobs and are willing to learn new skills. It is also a fact that 95% of the people over 65 live in their own homes, live independent lives, and look forward to 10 or 15 more years of life. Over 80% of this group is mobile.

Only about 5% of people over 65 are **institutionalized,** or living in special facilities. However, this 5% lives in a variety of settings. The amount of care these elderly people need varies. A nursing assistant's role varies according to the type of institution.

Score = __________

Accept other answers which make sense.

Name ____ **Date** __________

CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ___________ the street.
A good guess for the missing word is "crossed."
She looked before she *crossed* the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 5: Chronic Facts of Life

About 80% of all people over 65 have one or more chronic diseases. These diseases are a fact of life for many elderly people. This lesson discusses four common diseases among people in late adulthood. A nursing assistant who knows something about each of these diseases is better able to help patients who suffer from these conditions.

Diane has **osteoporosis**. This disease gives her back pain and headaches. She gets tired easily and is quite afraid while walking. This is because the disease has made her bones thin and weak. If she falls, she will easily break a bone. Since beginning her treatment, Diane has used **braces** for support. She has also been helped to get the right kind of exercise. Her special diet has given her added vitamin C and D and calcium.

Donald has **diabetes**. Almost half of all diabetes cases occur in people who are over 40. Donald's diabetes was not recognized until he was 64. As is true for 90% of all diabetics, Donald was a little overweight. He was diagnosed as having diabetes after he went to see his doctor about pain in his fingers. Now he has to give himself daily **insulin** shots. Insulin is a drug that helps his body use sugar. In a healthy body, insulin is produced naturally. It is not produced in medication alone. Diabetics might also be put on a strict diet. This special diet can help them to control the effects of the disease and to control their body weight.

Mrs. Gomez has lost most of her vision because of **glaucoma**. This disease is caused by fluid collecting in and around the eyeball. This fluid puts pressure on the nerve between the eye and the brain. This pressure hurts. It can eventually damage that nerve. Besides losing her sight, she also has severe pain. Surgery is sometimes used to treat glaucoma, but Mrs. Gomez is being treated with a variety of drugs.

Paul has **emphysema**. For men over 40, emphysema is second only to heart attack as the leading cause of death. Paul worked in a dusty factory for many years. He also smoked for 50 years. Both of these conditions may have led to his emphysema. As smoking has become more common among women, so have cases of emphysema among women. Treatment of this disease focuses on opening the lung passages. In extreme cases, oxygen and a drug is forced into Paul's lungs. The drug opens the lung passages. When the lung passages are open, the person can breathe more easily. Further treatment is not possible.

Residents and patients at a long-term _care_ facility may suffer from a variety of _chronic_ conditions. Geriatric nursing assistants learn to perform support roles for people with these different ailments.

Score = ____ / 53

Accept other answers which make sense.

VOCABULARY LESSONS 1 - 14 TEST

Choose the meaning that is closest to the underlined word.

_____ 1. They must abandon it.

a. fight against
b. earn
c. descend upon
d. try to reach
e. leave

_____ 2. a keen sense of smell

a. not expensive
b. sharp
c. shiny
d. funny
e. uneven

_____ 3. She is jealous.

a. poor
b. fed
c. robbed
d. envious
e. needed

_____ 4. He concealed it.

a. squeezed
b. enjoyed
c. designed
d. turned inside out
e. hid

_____ 5. the vacant lot

a. not natural
b. empty
c. sagging
d. wrong
e. beautiful

_____ 6. the gallant man

a. brave
b. very old
c. lighted up
d. unfriendly
e. timid

_____ 7. They did shriek.

a. get smaller
b. fly off
c. scream
d. try to hide
e. leave

_____ 8. in great peril

a. sickness
b. accident
c. miser
d. crime
e. danger

_____ 9. the sinister-looking man

a. surprised
b. evil
c. loved
d. wrong
e. expensive

_____ 10. I blend it.

a. mix together
b. no vision
c. wrap tightly
d. dance
e. run off

_____ 11. it was **dense**

a. shiny
b. ugly
c. thick
d. cracked
e. open

_____ 12. They will **commence**.

a. join
b. start
c. business
d. notice
e. familiar

_____ 13. It can **gleam**.

a. glide
b. burst
c. shine
d. get larger
e. cool off

_____ 14. a great **urgency**

a. confusion
b. tendency
c. government office
d. control
e. immediate need

_____ 15. It was **preserved**.

a. picked early
b. liked best
c. presented
d. turned loose
e. protected

_____ 16. They gathered **data.**

a. proof
b. small pieces
c. information
d. calendar
e. machinery

_____ 17. the **massive** man

a. heavy
b. dangerous
c. unfriendly
d. strained
e. military

_____ 18. to the **opponent**

a. power
b. neighbor
c. plumpness
d. flavor
e. foe

_____ 19. I **evade** it.

a. evaporate
b. shadow
c. alternate
d. protect
e. avoid

_____ 20. the **rural** life

a. dense
b. humid
c. dangerous
d. country
e. city

_____ 21. They **probe** it.

a. carry
b. examine
c. comprehend
d. assemble
e. deceive

_____ 22. Will he **consent**?

a. delay
b. violate
c. agree
d. narrate
e. pursue

_____ 23. It was **gloomy**.

a. dark
b. amateur
c. secure
d. dirty
e. shiny

_____ 24. the **mediocre** actor

a. massive
b. obvious
c. weird
d. average
e. foolish

_____ 25. a **valid** reason

a. miniature
b. true
c. different
d. angry
e. false

_____ 26. It was **obvious**.

a. unwilling
b. disgusting
c. important
d. plain
e. average

_____ 27. could not **conclude**

a. finish
b. oppose
c. happen
d. condemn
e. disturb

_____ 28. a **lack** of

a. amount
b. be without
c. part
d. end
e. source

_____ 29. in the **vicinity**

a. challenge
b. large city
c. neighborhood
d. crowd
e. speed

_____ 30. She was a **menace.**

a. threat
b. client
c. puzzle
d. leader
e. tiger

_____ 31. They **dread** it.

a. repeat
b. answer
c. fear
d. hide
e. protect

_____ 32. for **numerous** reasons

a. weak
b. amateur
c. wrong
d. secret
e. several

_____ 33. It was **absurd**.

a. foolish
b. recent
c. visible
d. warmed up
e. neglected

_____ 34. our first **glimpse**

a. disagreement
b. response
c. thought
d. view
e. balloon

_____ 35. a **solitary** person

a. real
b. wonderful
c. single
d. mad
e. hard

_____ 36. was very **frank**

a. carefree
b. honest
c. tricky
d. dirty
e. worried

_____ 37. It was **urgent**.

a. confusing
b. strong-smelling
c. violent
d. important
e. weird

_____ 38. an **adequate** amount

a. old
b. exact
c. strong
d. sufficient
e. invisible

_____ 39. a great **famine**

a. starvation
b. group
c. writer
d. woman
e. war

_____ 40. It was **hazy.**

a. shiny
b. inexpensive
c. unclear
d. weak
e. tired

_____ 41. gets a **gleam**

a. cough
b. fight
c. color
d. flash
e. smile

_____ 42. became **unruly**

a. puzzled
b. evil
c. suspicious
d. hard to control
e. happy

_____ 43. saw a **brawl**

a. opponent
b. dish
c. vision
d. fight
e. agreement

_____ 44. He is **whirling**.

a. finished
b. spinning
c. changing
d. employed
e. confused

_____ 45. was **bewildered** by

a. weakened
b. seen
c. postponed
d. confused
e. protected

VOCABULARY TEST II Chapters 15 - 28

Choose the meaning that is closest to the underlined word.

_____ 1. will **pursue** him

a. watch
b. chase
c. scowl
d. demand
e. accuse

_____ 2. an **accurate** aim

a. bold
b. timed
c. pointed
d. exact
e. slow

_____ 3. to **nourish** her

a. wake up
b. feed
c. varnish
d. love
e. know

_____ 4. a strange **misfortune**

a. wish
b. bit of bad luck
c. kind of song
d. mission
e. ending

_____ 5. He should **appeal**.

a. follow the rules
b. plead
c. be sorry
d. show up
e. applaud

_____ 6. They were **threatened**.

a. asked to pay
b. given a present
c. left alone
d. promised harm
e. threaded

_____ 7. It has been **absorbed**.

a. stirred up
b. abused
c. squeezed
d. taken in
e. kept away

_____ 8. They were **uneasy**.

a. unaware
b. not ready
c. not smooth
d. tired
e. restless

_____ 9. Can you **estimate**?
a. alarm
b. honor
c. guess
d. cheat
e. relate

_____ 10. the **jagged** piece
a. unfriendly
b. uneven
c. metal
d. bouncy
e. worn-out

____ 11. to **devour** it

a. devise
b. grind
c. scour out
d. eat up
e. roar

____ 12. an important **captive**

a. narrative
b. prisoner
c. enemy force
d. leader
e. loss

____ 13. She spoke **rarely**.

a. recently
b. without warning
c. not often
d. by chance
e. for certain

____ 14. tried to **respond**

a. attack
b. ignore
c. reply
d. describe
e. respect

____ 15. with **severity**

a. restriction
b. harshness
c. sadness
d. weakness
e. enjoyment

____ 16. would be **unanimous**

a. promised
b. estimated
c. returned
d. unknown
e. all in agreement

____ 17. They will **revise** it.

a. respect
b. expand
c. order
d. alter
e. review

____ 18. an **accurate** look

a. exact
b. approximate
c. enormous
d. happening
e. fortunate

____ 19. will **surpass**

a. change
b. lose
c. excel
d. duplicate
e. decrease

____ 20. They **doubt** her.

a. persuade
b. destroy
c. ask
d. disbelieve
e. believe

____ 21. an **ingenious** way

a. magic
b. clever
c. economical
d. horrid
e. reckless

____ 22. to be a **pedestrian**

a. brawl
b. doctor
c. platform
d. walker
e. minority

_____ 23. was **defiant** of

a. challenging
b. afraid
c. reckless
d. doubtful
e. grateful

_____ 24. his **crafty** mind

a. prosperous
b. excited
c. tricky
d. vigorous
e. confused

_____ 25. They **collided**.

a. celebrated
b. agreed
c. departed
d. crashed
e. argued

_____ 26. had the **dilemma** of

a. answer
b. capacity
c. decision
d. difficult choice
e. quantity

_____ 27. we **anticipate** that

a. approach
b. expect
c. like
d. fear
e. wonder

_____ 28. They will **penalize** him.

a. congratulate
b. expect
c. confirm
d. punish
e. question

_____ 29. She was **scowling**.

a. demonstrating
b. scrubbing
c. skating
d. waddling
e. frowning

_____ 30. at his **fierce** foe

a. weary
b. relieved
c. neutral
d. savage
e. nimble

_____ 31. only a **trifle**

a. little bit
b. quantity
c. decrease
d. duplicate
e. minority

_____ 32. He **detested** it.

a. voted for
b. ate
c. hated
d. encouraged
e. anticipated

_____ 33. He **squandered** it.

a. stepped on
b. purchased
c. finished
d. wasted
e. questioned

_____ 34. the great **calamity**

a. combination
b. campus
c. debate
d. vicinity
e. misfortune

_____ 35. with her baggage

a. diplomas
b. guide
c. suitcases
d. disaster
e. juvenile

_____ 36. to compel him

a. guide
b. doubt
c. relieve
d. point
e. force

_____ 37. tried to pacify

a. answer
b. calm
c. water
d. encourage
e. consider

_____ 38. It was awesome.

a. accurate
b. cautious
c. causing wonder
d. absurd
e. expensive

_____ 39. disrupt the class

a. disagree with
b. devour
c. resent
d. upset
e. preserve

_____ 40. the thrifty man

a. saving
b. restless
c. anxious
d. careless
e. careful

_____ 41. being miserly with

a. unhappy
b. truthful
c. exhausted
d. happy
e. stingy

_____ 42. an excessive amount

a. insufficient
b. awkward
c. extreme
d. fierce
e. slender

_____ 43. Who is the culprit?

a. minister
b. offender
c. victor
d. loser
e. client

_____ 44. to be juvenile

a. born
b. guided
c. mature
d. young
e. bewildered

_____ 45. for the disaster

a. dilemma
b. vocation
c. misfortune
d. delinquent
e. detour

VOCABULARY TEST III Chapters 29 - 42

Choose the meaning that is closest to the underlined word.

_____ 1. to be commended

a. finished
b. praised
c. expected
d. started
e. proven

_____ 2. They will be exempt.

a. tired of
b. alone
c. tested
d. freed from
e. fortunate

_____ 3. to maim her

a. cripple
b. nourish
c. awaken
d. revive
e. remember

_____ 4. the site of

a. view
b. dilemma
c. place
d. blunder
e. disaster

_____ 5. he would roam

a. repeat
b. wander
c. pierce
d. observe
e. identify

_____ 6. to confine it

a. dispute
b. begin
c. mix
d. confirm
e. keep in

_____ 7. the man's valor

a. anger
b. quota
c. vigor
d. bravery
e. response

_____ 8. the dispute about

a. disagreement
b. reluctance
c. confusion
d. tradition
e. discussion

_____ 9. the idle boy

a. awkward
b. awesome
c. lazy
d. bewildered
e. sacred

_____ 10. of his loyalty

a. anger
b. happiness
c. fear
d. faithfulness
e. misery

_____ 11. to **torment** them

a. worry
b. persuade
c. trick
d. decrease
e. detect

_____ 12. they can't **flee**

a. hold back
b. run into
c. jail
d. run away
e. adopt

_____ 13. to **abuse** him

a. fool
b. make laugh
c. treat badly
d. cheat
e. refuse

_____ 14. the **mute** child

a. fearful
b. silent
c. lonely
d. healthy
e. noisy

_____ 15. to **retain** it

a. exchange
b. stay
c. refuse
d. keep
e. resell

_____ 16. the **radical** style

a. confusing
b. extreme
c. boring
d. irritating
e. unacceptable

_____ 17. continued to **mumble**

a. speak hurriedly
b. be amazed
c. encourage
d. speak unclearly
e. apologize

_____ 18. to **skim** it

a. read carefully
b. boil
c. read quickly
d. remove
e. peel the outside

_____ 19. the **untidy** room

a. gleaming
b. neat
c. thrifty
d. greedy
e. messy

_____ 20. try to **obtain** it

a. reject
b. get
c. detour
d. confirm
e. thrust

_____ 21. were **soothed** by

a. devoured
b. lost
c. raised
d. comforted
e. flattened

_____ 22. a **hasty** glance

a. harsh
b. fierce
c. feeble
d. sticky
e. quick

_____ 23. to **scorch** it

a. burn
b. save
c. moisten
d. unite
e. forbid

_____ 24. the most **majestic**

a. patriotic
b. fertile
c. noble
d. jagged
e. simple

_____ 25. of the **drought**

a. finance
b. uncertain
c. weather
d. dryness
e. argument

_____ 26. at the **summit**

a. culprit
b. exhibit
c. top
d. total
e. fugitive

_____ 27. to **drench** him

a. defraud
b. scare
c. threaten
d. amuse
e. soak

_____ 28. He was **dejected**.

a. sad
b. turned down
c. confused
d. requested
e. valiant

_____ 29. to **recede** from

a. elevate
b. go forward
c. say
d. withdraw
e. discard

_____ 30. It was **legible**.

a. legal
b. safe
c. reckless
d. readable
e. easy

_____ 31. a **customary** thing

a. deliberate
b. foreign
c. simple
d. unstable
e. usual

_____ 32. **placards** were placed

a. utensils
b. posters
c. candidates
d. suggestions
e. dishes

_____ 33. in the **tumult**

a. danger
b. uproar
c. quiet
d. vault
e. position

_____ 34. was a **transparent** case

a. vague
b. decisive
c. severe
d. clear
e. dangerous

_____ 35. for her **obesity**

a. problem
b. fatness
c. disaster
d. vacation
e. position

_____ 36. is a **vital** need

a. difficult to use
b. nourishing
c. necessary to life
d. free of charge
e. frustrating

_____ 37. would **jeopardize** it

a. overcome
b. risk
c. condemn
d. magnify
e. disrupt

_____ 38. was so **complacent**

a. obediant
b. angry
c. difficult
d. self-satisfied
e. attracted

_____ 39. on a **wasp**

a. idea
b. insect
c. novel
d. verse
e. clinic

_____ 40. to **rehabilitate** them

a. construct
b. cool
c. destroy
d. restore
e. refinish

_____ 41. in the **multitude**

a. harvest
b. problem
c. charity
d. crowd
e. computer

_____ 42. to her **potential**

a. calculation
b. necessary
c. document
d. possibility
e. location

_____ 43. it will **endure**

a. begin
b. appoint
c. last
d. attract
e. complete

_____ 44. They **amended** it.

a. removed
b. signed
c. published
d. corrected
e. printed

_____ 45. are **exposed** to

a. addicted
b. opposed
c. related
d. laid open
e. resigned

VOCABULARY LESSONS 1 - 14 TEST

Choose the meaning that is closest to the underlined word.

e 1. They must **abandon** it.

a. fight against
b. earn
c. descend upon
d. try to reach
e. leave

b 2. a **keen** sense of smell

a. not expensive
b. sharp
c. shiny
d. funny
e. uneven

d 3. She is **jealous**.

a. poor
b. fed
c. robbed
d. envious
e. needed

e 4. He **concealed** it.

a. squeezed
b. enjoyed
c. designed
d. turned inside out
e. hid

b 5. the **vacant** lot

a. not natural
b. empty
c. sagging
d. wrong
e. beautiful

a 6. the **gallant** man

a. brave
b. very old
c. lighted up
d. unfriendly
e. timid

c 7. They did **shriek**.

a. get smaller
b. fly off
c. scream
d. try to hide
e. leave

e 8. in great **peril**

a. sickness
b. accident
c. miser
d. crime
e. danger

b 9. the **sinister**-looking man

a. surprised
b. evil
c. loved
d. wrong
e. expensive

a 10. I **blend** it.

a. mix together
b. no vision
c. wrap tightly
d. dance
e. run off

c 11. it was **dense**

a. shiny
b. ugly
c. thick
d. cracked
e. open

b 12. They will **commence**.

a. join
b. start
c. business
d. notice
e. familiar

c 13. It can **gleam**.

a. glide
b. burst
c. shine
d. get larger
e. cool off

e 14. a great **urgency**

a. confusion
b. tendency
c. government office
d. control
e. immediate need

e 15. It was **preserved**.

a. picked early
b. liked best
c. presented
d. turned loose
e. protected

c 16. They gathered **data.**

a. proof
b. small pieces
c. information
d. calendar
e. machinery

a 17. the **massive** man

a. heavy
b. dangerous
c. unfriendly
d. strained
e. military

e 18. to the **opponent**

a. power
b. neighbor
c. plumpness
d. flavor
e. foe

e 19. I **evade** it.

a. evaporate
b. shadow
c. alternate
d. protect
e. avoid

d 20. the **rural** life

a. dense
b. humid
c. dangerous
d. country
e. city

b 21. They **probe** it.

a. carry
b. examine
c. comprehend
d. assemble
e. deceive

c 22. Will he **consent**?

a. delay
b. violate
c. agree
d. narrate
e. pursue

a 23. It was **gloomy**.

a. dark
b. amateur
c. secure
d. dirty
e. shiny

b 25. a **valid** reason

a. miniature
b. true
c. different
d. angry
e. false

a 27. could not **conclude**

a. finish
b. oppose
c. happen
d. condemn
e. disturb

c 29. in the **vicinity**

a. challenge
b. large city
c. neighborhood
d. crowd
e. speed

c 31. They **dread** it.

a. repeat
b. answer
c. fear
d. hide
e. protect

a 33. It was **absurd**.

a. foolish
b. recent
c. visible
d. warmed up
e. neglected

d 24. the **mediocre** actor

a. massive
b. obvious
c. weird
d. average
e. foolish

d 26. It was **obvious**.

a. unwilling
b. disgusting
c. important
d. plain
e. average

b 28. a **lack** of

a. amount
b. be without
c. part
d. end
e. source

a 30. She was a **menace.**

a. threat
b. client
c. puzzle
d. leader
e. tiger

e 32. for **numerous** reasons

a. weak
b. amateur
c. wrong
d. secret
e. several

d 34. our first **glimpse**

a. disagreement
b. response
c. thought
d. view
e. balloon

c 35. a **solitary** person

a. real
b. wonderful
c. single
d. mad
e. hard

b 36. was very **frank**

a. carefree
b. honest
c. tricky
d. dirty
e. worried

d 37. It was **urgent**.

a. confusing
b. strong-smelling
c. violent
d. important
e. weird

d 38. an **adequate** amount

a. old
b. exact
c. strong
d. sufficient
e. invisible

a 39. a great **famine**

a. starvation
b. group
c. writer
d. woman
e. war

c 40. It was **hazy.**

a. shiny
b. inexpensive
c. unclear
d. weak
e. tired

d 41. gets a **gleam**

a. cough
b. fight
c. color
d. flash
e. smile

d 42. became **unruly**

a. puzzled
b. evil
c. suspicious
d. hard to control
e. happy

d 43. saw a **brawl**

a. opponent
b. dish
c. vision
d. fight
e. agreement

b 44. He is **whirling**.

a. finished
b. spinning
c. changing
d. employed
e. confused

d 45. was **bewildered** by

a. weakened
b. seen
c. postponed
d. confused
e. protected

VOCABULARY TEST II Chapters 15 - 28

Choose the meaning that is closest to the underlined word.

b 1. will **pursue** him

a. watch
b. chase
c. scowl
d. demand
e. accuse

d 2. an **accurate** aim

a. bold
b. timed
c. pointed
d. exact
e. slow

b 3. to **nourish** her

a. wake up
b. feed
c. varnish
d. love
e. know

b 4. a strange **misfortune**

a. wish
b. bit of bad luck
c. kind of song
d. mission
e. ending

b 5. He should **appeal**.

a. follow the rules
b. plead
c. be sorry
d. show up
e. applaud

d 6. They were **threatened**.

a. asked to pay
b. given a present
c. left alone
d. promised harm
e. threaded

d 7. It has been **absorbed**.

a. stirred up
b. abused
c. squeezed
d. taken in
e. kept away

e 8. They were **uneasy**.

a. unaware
b. not ready
c. not smooth
d. tired
e. restless

c 9. Can you **estimate**?

a. alarm
b. honor
c. guess
d. cheat
e. relate

b 10. the **jagged** piece

a. unfriendly
b. uneven
c. metal
d. bouncy
e. worn-out

d 11. to **devour** it

a. devise
b. grind
c. scour out
d. eat up
e. roar

c 13. She spoke **rarely**.

a. recently
b. without warning
c. not often
d. by chance
e. for certain

b 15. with **severity**

a. restriction
b. harshness
c. sadness
d. weakness
e. enjoyment

d 17. They will **revise** it.

a. respect
b. expand
c. order
d. alter
e. review

c 19. will **surpass**

a. change
b. lose
c. excel
d. duplicate
e. decrease

b 21. an **ingenious** way

a. magic
b. clever
c. economical
d. horrid
e. reckless

b 12. an important **captive**

a. narrative
b. prisoner
c. enemy force
d. leader
e. loss

c 14. tried to **respond**

a. attack
b. ignore
c. reply
d. describe
e. respect

e 16. would be **unanimous**

a. promised
b. estimated
c. returned
d. unknown
e. all in agreement

a 18. an **accurate** look

a. exact
b. approximate
c. enormous
d. happening
e. fortunate

d 20. They **doubt** her.

a. persuade
b. destroy
c. ask
d. disbelieve
e. believe

d 22. to be a **pedestrian**

a. brawl
b. doctor
c. platform
d. walker
e. minority

a 23. was **defiant** of

a. challenging
b. afraid
c. reckless
d. doubtful
e. grateful

c 24. his **crafty** mind

a. prosperous
b. excited
c. tricky
d. vigorous
e. confused

d 25. They **collided**.

a. celebrated
b. agreed
c. departed
d. crashed
e. argued

d 26. had the **dilemma** of

a. answer
b. capacity
c. decision
d. difficult choice
e. quantity

b 27. we **anticipate** that

a. approach
b. expect
c. like
d. fear
e. wonder

d 28. They will **penalize** him.

a. congratulate
b. expect
c. confirm
d. punish
e. question

e 29. She was **scowling**.

a. demonstrating
b. scrubbing
c. skating
d. waddling
e. frowning

d 30. at his **fierce** foe

a. weary
b. relieved
c. neutral
d. savage
e. nimble

a 31. only a **trifle**

a. little bit
b. quantity
c. decrease
d. duplicate
e. minority

c 32. He **detested** it.

a. voted for
b. ate
c. hated
d. encouraged
e. anticipated

d 33. He **squandered** it.

a. stepped on
b. purchased
c. finished
d. wasted
e. questioned

e 34. the great **calamity**

a. combination
b. campus
c. debate
d. vicinity
e. misfortune

c 35. with her **baggage**

a. diplomas
b. guide
c. suitcases
d. disaster
e. juvenile

b 37. tried to **pacify**

a. answer
b. calm
c. water
d. encourage
e. consider

d 39. **disrupt** the class

a. disagree with
b. devour
c. resent
d. upset
e. preserve

e 41. being **miserly** with

a. unhappy
b. truthful
c. exhausted
d. happy
e. stingy

b 43. Who is the **culprit**?

a. minister
b. offender
c. victor
d. loser
e. client

c 45. for the **disaster**

a. dilemma
b. vocation
c. misfortune
d. delinquent
e. detour

e 36. to **compel** him

a. guide
b. doubt
c. relieve
d. point
e. force

c 38. It was **awesome**.

a. accurate
b. cautious
c. causing wonder
d. absurd
e. expensive

a 40. the **thrifty** man

a. saving
b. restless
c. anxious
d. careless
e. careful

c 42. an **excessive** amount

a. insufficient
b. awkward
c. extreme
d. fierce
e. slender

d 44. to be **juvenile**

a. born
b. guided
c. mature
d. young
e. bewildered

VOCABULARY TEST III Chapters 29 - 42

Choose the meaning that is closest to the underlined word.

b 1. to be **commended**

a. finished
b. praised
c. expected
d. started
e. proven

d 2. They will be **exempt**.

a. tired of
b. alone
c. tested
d. freed from
e. fortunate

a 3. to **maim** her

a. cripple
b. nourish
c. awaken
d. revive
e. remember

c 4. the **site** of

a. view
b. dilemma
c. place
d. blunder
e. disaster

b 5. he would **roam**

a. repeat
b. wander
c. pierce
d. observe
e. identify

e 6. to **confine** it

a. dispute
b. begin
c. mix
d. confirm
e. keep in

d 7. the man's **valor**

a. anger
b. quota
c. vigor
d. bravery
e. response

a 8. the **dispute** about

a. disagreement
b. reluctance
c. confusion
d. tradition
e. discussion

c 9. the **idle** boy

a. awkward
b. awesome
c. lazy
d. bewildered
e. sacred

d 10. of his **loyalty**

a. anger
b. happiness
c. fear
d. faithfulness
e. misery

a 11. to **torment** them

a. worry
b. persuade
c. trick
d. decrease
e. detect

d 12. they can't **flee**

a. hold back
b. run into
c. jail
d. run away
e. adopt

c 13. to **abuse** him

a. fool
b. make laugh
c. treat badly
d. cheat
e. refuse

b 14. the **mute** child

a. fearful
b. silent
c. lonely
d. healthy
e. noisy

d 15. to **retain** it

a. exchange
b. stay
c. refuse
d. keep
e. resell

b 16. the **radical** style

a. confusing
b. extreme
c. boring
d. irritating
e. unacceptable

d 17. continued to **mumble**

a. speak hurriedly
b. be amazed
c. encourage
d. speak unclearly
e. apologize

c 18. to **skim** it

a. read carefully
b. boil
c. read quickly
d. remove
e. peel the outside

e 19. the **untidy** room

a. gleaming
b. neat
c. thrifty
d. greedy
e. messy

b 20. try to **obtain** it

a. reject
b. get
c. detour
d. confirm
e. thrust

d 21. were **soothed** by

a. devoured
b. lost
c. raised
d. comforted
e. flattened

e 22. a **hasty** glance

a. harsh
b. fierce
c. feeble
d. sticky
e. quick

a 23. to **scorch** it

a. burn
b. save
c. moisten
d. unite
e. forbid

c 24. the most **majestic**

a. patriotic
b. fertile
c. noble
d. jagged
e. simple

d 25. of the **drought**

a. finance
b. uncertain
c. weather
d. dryness
e. argument

c 26. at the **summit**

a. culprit
b. exhibit
c. top
d. total
e. fugitive

e 27. to **drench** him

a. defraud
b. scare
c. threaten
d. amuse
e. soak

b 28. He was **dejected**.

a. sad
b. turned down
c. confused
d. requested
e. valiant

d 29. to **recede** from

a. elevate
b. go forward
c. say
d. withdraw
e. discard

d 30. It was **legible**.

a. legal
b. safe
c. reckless
d. readable
e. easy

e 31. a **customary** thing

a. deliberate
b. foreign
c. simple
d. unstable
e. usual

b 32. **placards** were placed

a. utensils
b. posters
c. candidates
d. suggestions
e. dishes

b 33. in the **tumult**

a. danger
b. uproar
c. quiet
d. vault
e. position

d 34. was a **transparent** case

a. vague
b. decisive
c. severe
d. clear
e. dangerous

b 35. for her **obesity**

a. problem
b. fatness
c. disaster
d. vacation
e. position

C 36. is a **vital** need

a. difficult to use
b. nourishing
c. necessary to life
d. free of charge
e. frustrating

b 37. would **jeopardize** it

a. overcome
b. risk
c. condemn
d. magnify
e. disrupt

d 38. was so **complacent**

a. obediant
b. angry
c. difficult
d. self-satisfied
e. attracted

b 39. on a **wasp**

a. idea
b. insect
c. novel
d. verse
e. clinic

d 40. to **rehabilitate** them

a. construct
b. cool
c. destroy
d. restore
e. refinish

d 41. in the **multitude**

a. harvest
b. problem
c. charity
d. crowd
e. computer

d 42. to her **potential**

a. calculation
b. necessary
c. document
d. possibility
e. location

C 43. it will **endure**

a. begin
b. appoint
c. last
d. attract
e. complete

d 44. They **amended** it.

a. removed
b. signed
c. published
d. corrected
e. printed

d 45. are **exposed** to

a. addicted
b. opposed
c. related
d. laid open
e. resigned

Hope this test doesn't

Drive You Up a Wall!

IDIOMS TEST 1

Score = 50 _____

I. Matching

_____ 1. cat got your tongue?
_____ 2. not have a leg to stand on
_____ 3. drive (me) up a wall
_____ 4. take the bull by the horns
_____ 5. stick out (your) neck
_____ 6. sell (him) down the river
_____ 7. smell a rat
_____ 8. shoot off (her) mouth
_____ 9. string (him) along
_____ 10. let the cat out of the bag
_____ 11. get in (my) hair
_____ 12. leave (us) high and dry
_____ 13. horse of a different color
_____ 14. pulling (my) leg
_____ 15. snow job

a. lead him on dishonestly
b. feel that something is wrong
c. betray him
d. bother me
e. abandon us
f. annoy you greatly
g. quite a different matter
h. take a risk
i. fooling me
j. can't talk?
k. express her opinions loudly
l. insincere talk
m. decide to take action
n. inform beforehand
o. no good defense for your actions

II. Matching

_____ 16. go to the dogs
_____ 17. tongue-in-cheek
_____ 18. all thumbs
_____ 19. straight from the horse's mouth
_____ 20. jump down (my) throat
_____ 21. sell (her) short
_____ 22. for the birds
_____ 23. pay through the nose
_____ 24. spill the beans
_____ 25. horse around
_____ 26. snow job
_____ 27. shake a leg
_____ 28. fishy
_____ 29. play it by ear
_____ 30. feed (her) a line

a. uninteresting and meaningless
b. from a reliable source
c. pay too high a price
d. strange and suspicious
e. play around
f. become angry with me
g. insincere talk
h. not serious
i. hurry!
j. improvise as you go along
k. clumsy
l. become run-down
m. understimate her
n. deceive her
o. reveal a secret

III. Which idiom would you use?

1. Their house is in serious need of repair.

It has really ______________________________.

2. I don't think he was telling her the truth.

I think he was ______________________________.
(2 possible answers)

3. Let's decide what to do as we go along.

We'll ______________________________.

4. My mother-in-law is bothering me and making me angry.

She's ______________________________.
(2 possible answers)

5. I'd like to help you with that but I'm clumsy and awkward at typing.

I'm ______________________________.

6. John has no facts to support his story of the robbery,

so he ______________________________ in court.

7. The boss left her alone with alot of work and no extra help.

He ______________________________.

8. The lady talked about olympic skating as if she knew everything about it.

She was really ______________________________.

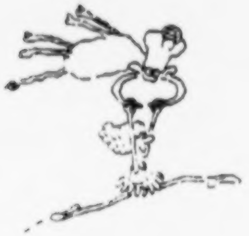
9. My mother knows she's taking a great risk in loaning my brother the money

but she's decided to ______________________________.

10. People underestimate the little boy.

Because he's so quiet, they ______________________________.

IV. Write the correct idiom for the following pictures.



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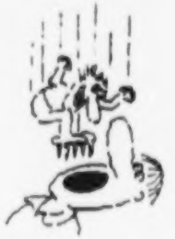

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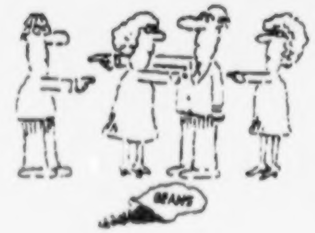

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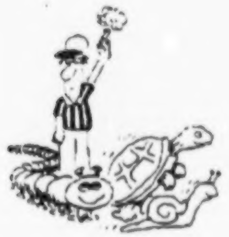

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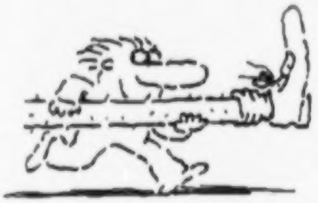

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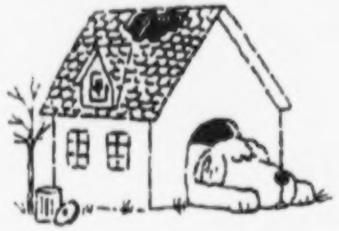

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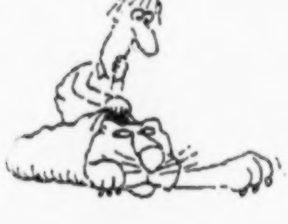

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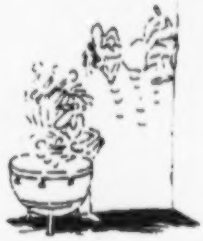

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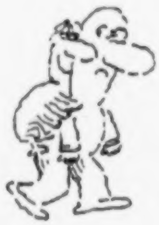

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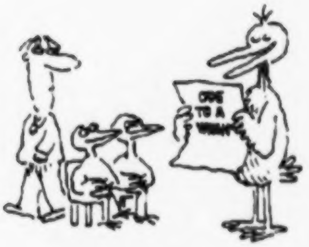

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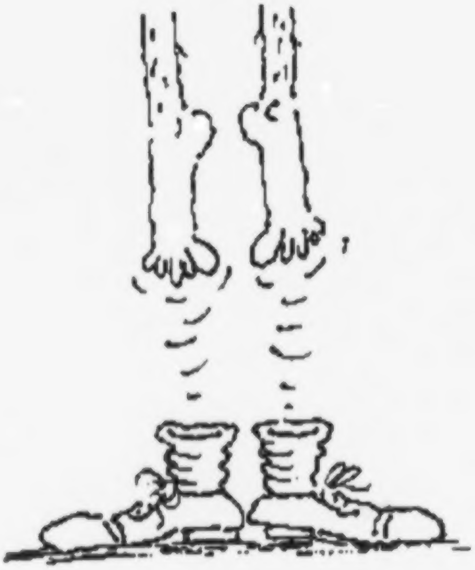


This test will

Knock Your Socks Off!

IDIOMS TEST 2

Score = 60 _____

I. Matching

_____ 1. on ice
_____ 2. wet blanket
_____ 3. lemon
_____ 4. shoot the breeze
_____ 5. keep under (your) hat
_____ 6. out of the woods
_____ 7. bite the dust
_____ 8. up (his) sleeve
_____ 9. get up on the wrong side of the bed
_____ 10. bend over backwards
_____ 11. dressed to kill
_____ 12. out on a limb
_____ 13. hit the hay
_____ 14. give (him) the slip
_____ 15. eating (you)
_____ 16. cough up
_____ 17. knock (your) socks off
_____ 18. get the ax
_____ 19. jump the gun

a. wake up in a bad mood
b. wear (your) finest clothes
c. concealed
d. make a getaway
e. give unwillingly
f. out of danger
g. enthuse and excite
h. dull or boring person
i. get dismissed, fired
j. keep something a secret
k. try very hard
l. set aside for future use
m. bothering or worrying (you)
n. go down in defeat
o. to be hasty
p. something defective
q. go to bed
r. in a risky position
s. chat informally

II. Matching

_____ 1. talking through (her) hat
_____ 2. in the hole
_____ 3. scratch (my) back
_____ 4. lose (your) shirt
_____ 5. bite the bullet
_____ 6. hit the ceiling
_____ 7. in stitches
_____ 8. face the music
_____ 9. fork over
_____ 10. dressed to the teeth
_____ 11. blow it
_____ 12. turn (him) off
_____ 13. at the end of (their) rope
_____ 14. go fly a kite
_____ 15. on (its) last legs
_____ 16. kick the bucket
_____ 17. hot under the collar
_____ 18. raise a stink
_____ 19. on the line

a. laughing very hard
b. hand over
c. at the limit of coping
d. disgust him
e. fail at something
f. lose a lot of money
g. sick and failing
h. die
i. accept the consequences
j. return a favor
k. protest strongly
l. endure in a difficult situation
m. in danger of being lost
n. in debt
o. extremely angry
p. go away!
q. become very angry
r. make foolish statements
s. dressed elegantly

III. Which idiom would you use?

1. The man asked the doctor if his wife was out of danger but the doctor told him his wife was not ______________________________ yet.

2. They got tired of the project and decided to set it aside for a month or so. They ______________________________ awhile.

3. If you borrow your brother's car without asking him, he'll probably ______________________________ and protest very strongly.

4. John thought she had concealed his plan about the surprise birthday party but Susan knew he had something ______________________________.

5. You sure woke up in a bad mood this morning. Did you ____________________?

6. Did you hear Harry ______________________________? They dismissed him from his job with no warning at all.

7. When Mr. Smith's business went bankrupt, his family had to ______________________________ and endure a very difficult situation.

8. You'll be so excited when you hear this new group play! They'll ______________!

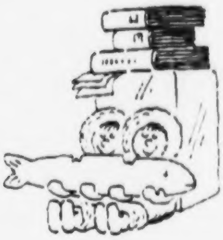
9. When my friend asked me to babysit her children I said sure if you'll ____________ ____________, I'll ____________________. She said she'd be glad to return the favor.

10. Mary's very funny. She had us laughing so hard our sides hurt. We were ______________________________.

11. She's really ____ ______________ to help us raise the money. I'm pleased that she's trying so hard.

12. The woman with six children and no job doesn't know whether she'll be able to cope with the situation or not. She's really ______________________________.

IV. Write the correct idiom for the following pictures.



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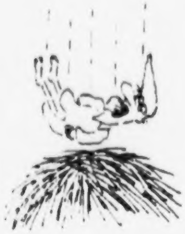

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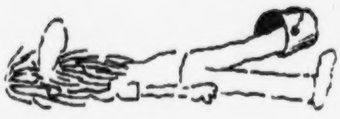

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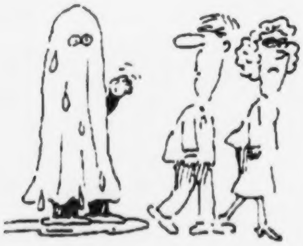

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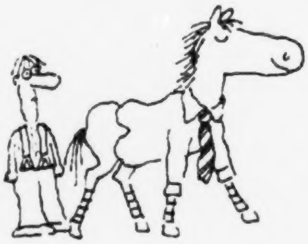

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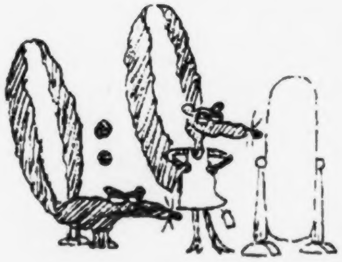

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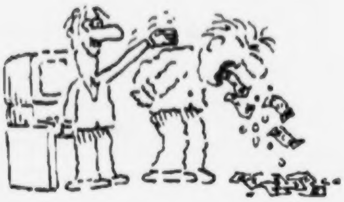

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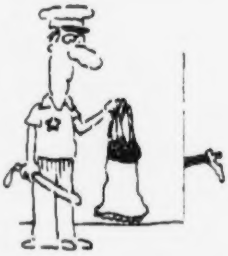

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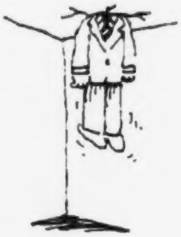

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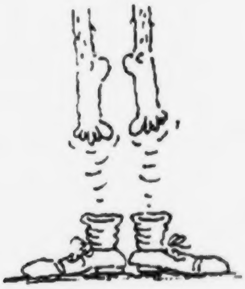

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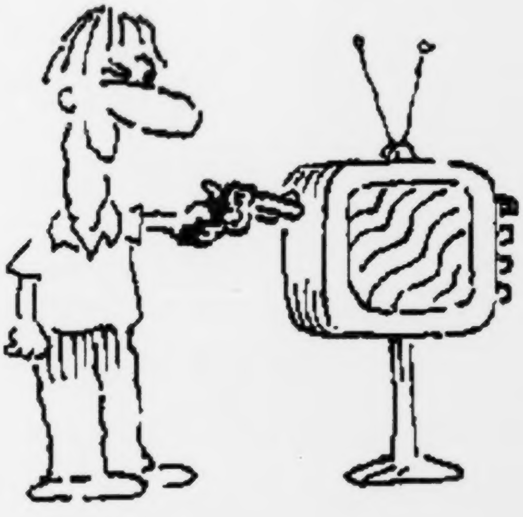


Give this test

Your Best Shot!

IDIOMS TEST 3

Score = 50 _____

I. Matching

_____ 1. for a song
_____ 2. toot (your) own horn
_____ 3. money talks
_____ 4. make a splash
_____ 5. stick to (his) guns
_____ 6. let sleeping dogs lie
_____ 7. have the world by the tail
_____ 8. get the ball rolling
_____ 9. shape up or ship out
_____ 10. sitting pretty
_____ 11. mind your P's and Q's
_____ 12. if the shoe fits, wear it
_____ 13. feel like a million dollars
_____ 14. hang on
_____ 15. different strokes for different folks
_____ 16. kick up (her) heels

a. don't bother trouble
b. be successful and happy
c. behave properly or leave
d. boast
e. in a fortunate position
f. persevere
g. everyone has different interests/tastes
h. maintain (his) position
i. celebrate
j. feel wonderful
k. money can influence people
l. admit the truth
m. for very little money
n. take care in speech and action
o. initiate action
p. be successful and attract attention

II. Matching

_____ 1. bury the hatchet
_____ 2. give it (your) best shot
_____ 3. bark is worse than (his) bite
_____ 4. paint the town red
_____ 5. make ends meet
_____ 6. eyes are bigger than (your) stomach
_____ 7. get away clean
_____ 8. get the jump on (him)
_____ 9. put your money where your mouth is
_____ 10. come alive
_____ 11. pull strings
_____ 12. the early bird catches the worm
_____ 13. spread (yourself) too thin
_____ 14. people who live in glass houses shouldn't throw stones
_____ 15. go to bat for someone
_____ 16. duck soup
_____ 17. all's well that ends well

a. take more food than you can eat
b. don't criticize when you're at fault too
c. follow through with a stated intention
d. try hard
e. exert influence
f. become involved in too many activities
g. pay (your) bills
h. escape punishment
i. easy, effortless
j. carouse and have a good time
k. get the advantage over him
l. not as bad-tempered as he appears
m. a successful outcome is worth the effort
n. make peace
o. arriving early gives (you) an advantage
p. brighten up and become active
q. help out and support someone

III. Which idiom would you use?

1. We really got a good deal on that used car.

   We bought it ____________________________________ .

2. She'd better ____________________________________ on that project -

   she'd better start it right now.

3. The boss told the new staff they'd better improve their work or they'd all be fired.

   "____________________________________ !" he warned.

4. The brothers had had bitter feelings toward one another for years. Finally they decided

   to make peace with each other and ____________________________________.

5. It's your birthday! Let's celebrate! Let's kick up our heels!

   Let's ____________________________________!

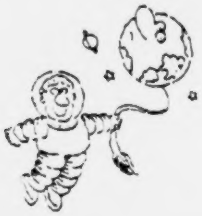
6. Taking a big test? Well, try your hardest and be sure to

   ____________________________________.

7. The mother was afraid that her teenage daughter was involved in so many activities

   that she wasn't doing a good job of any of them and was __________________________.

IV. Write the correct idiom for the following pictures.



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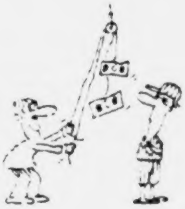

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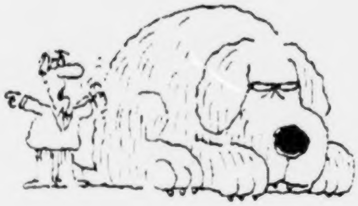

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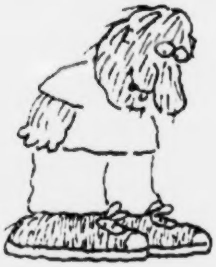

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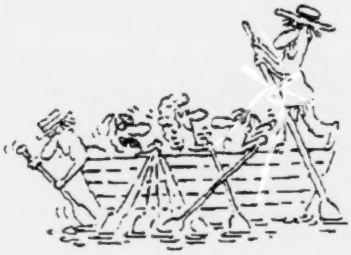

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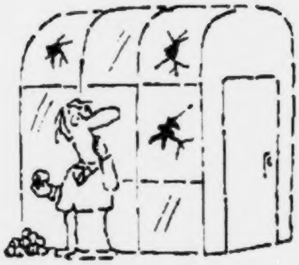

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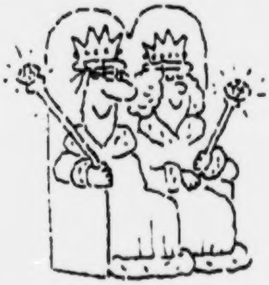

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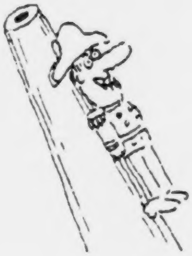

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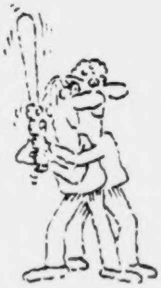

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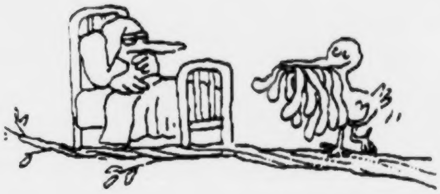


____

Hope this test doesn't

Drive You Up a Wall!

IDIOMS TEST 1

Score = 50 ______

I. Matching

j 1. cat got your tongue?
o 2. not have a leg to stand on
f,d 3. drive (me) up a wall
m 4. take the bull by the horns
h 5. stick out (your) neck
c 6. sell (him) down the river
b 7. smell a rat
k 8. shoot off (her) mouth
a 9. string (him) along
n 10. let the cat out of the bag
d, f 11. get in (my) hair
e 12. leave (us) high and dry
g 13. horse of a different color
i 14. pulling (my) leg
l 15. snow job

a. lead him on dishonestly
b. feel that something is wrong
c. betray him
d. bother me
e. abandon us
f. annoy you greatly
g. quite a different matter
h. take a risk
i. fooling me
j. can't talk?
k. express her opinions loudly
l. insincere talk
m. decide to take action
n. inform beforehand
o. no good defense for your actions

II. Matching

l 16. go to the dogs
h 17. tongue-in-cheek
k 18. all thumbs
b 19. straight from the horse's mouth
f 20. jump down (my) throat
m 21. sell (her) short
a 22. for the birds
c 23. pay through the nose
o 24. spill the beans
e 25. horse around
g 26. snow job
i 27. shake a leg
d 28. fishy
j 29. play it by ear
n 30. feed (her) a line

a. uninteresting and meaningless
b. from a reliable source
c. pay too high a price
d. strange and suspicious
e. play around
f. become angry with me
g. insincere talk
h. not serious
i. hurry!
j. improvise as you go along
k. clumsy
l. become run-down
m. understimate her
n. deceive her
o. reveal a secret

III. Which idiom would you use?

1. Their house is in serious need of repair.

   It has really gone to the dogs.

2. I don't think he was telling her the truth.

   I think he was stringing her along feeding her a line
   (2 possible answers)

3. Let's decide what to do as we go along.

   We'll play it by ear.

4. My mother-in-law is bothering me and making me angry.

   She's driving me up a wall getting in my hair
   (2 possible answers)

5. I'd like to help you with that but I'm clumsy and awkward at typing.

   I'm all thumbs.

6. John has no facts to support his story of the robbery,

   so he doesn't have a leg to stand on in court.

7. The boss left her alone with alot of work and no extra help.

   He left her high and dry.

8. The lady talked about olympic skating as if she knew everything about it.

   She was really shooting off her mouth.

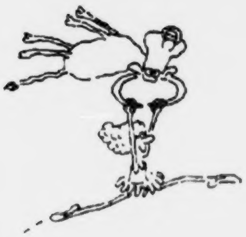
9. My mother knows she's taking a great risk in loaning my brother the money

   but she's decided to stick out her neck.

10. People underestimate the little boy.

    Because he's so quiet, they sell him short.

IV. Write the correct idiom for the following pictures.



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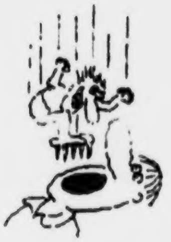

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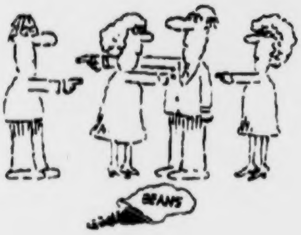

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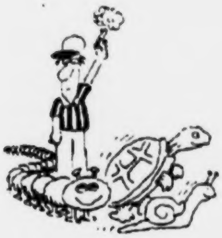

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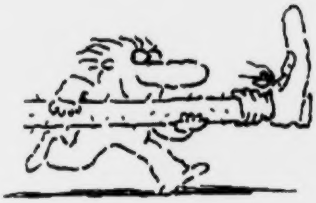

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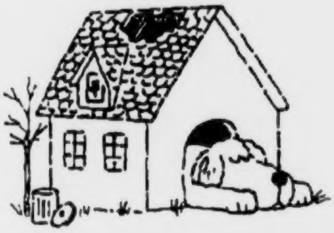

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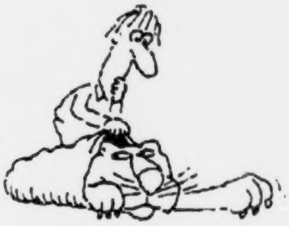

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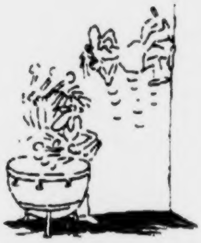

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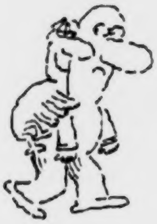

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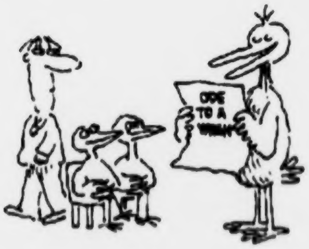

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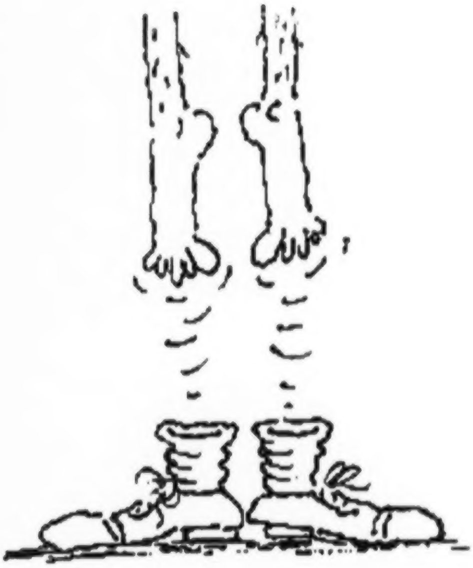


This test will

Knock Your Socks Off!

IDIOMS TEST 2

Score = 60 _____

I. Matching

_l_ 1. on ice
_h_ 2. wet blanket
_p_ 3. lemon
_s_ 4. shoot the breeze
_j_ 5. keep under (your) hat
_f_ 6. out of the woods
_n_ 7. bite the dust
_c_ 8. up (his) sleeve
_a_ 9. get up on the wrong side of the bed
_k_ 10. bend over backwards
_b_ 11. dressed to kill
_r_ 12. out on a limb
_q_ 13. hit the hay
_d_ 14. give (him) the slip
_m_ 15. eating (you)
_e_ 16. cough up
_g_ 17. knock (your) socks off
_i_ 18. get the ax
_o_ 19. jump the gun

a. wake up in a bad mood
b. wear (your) finest clothes
c. concealed
d. make a getaway
e. give unwillingly
f. out of danger
g. enthuse and excite
h. dull or boring person
i. get dismissed, fired
j. keep something a secret
k. try very hard
l. set aside for future use
m. bothering or worrying (you)
n. go down in defeat
o. to be hasty
p. something defective
q. go to bed
r. in a risky position
s. chat informally

II. Matching

_r_ 1. talking through (her) hat
_n_ 2. in the hole
_j_ 3. scratch (my) back
_f_ 4. lose (your) shirt
_l_ 5. bite the bullet
_q, o_ 6. hit the ceiling
_a_ 7. in stitches
_i_ 8. face the music
_b_ 9. fork over
_s_ 10. dressed to the teeth
_e_ 11. blow it
_d_ 12. turn (him) off
_c_ 13. at the end of (their) rope
_p_ 14. go fly a kite
_g_ 15. on (its) last legs
_h_ 16. kick the bucket
_o, q_ 17. hot under the collar
_k_ 18. raise a stink
_m_ 19. on the line

a. laughing very hard
b. hand over
c. at the limit of coping
d. disgust him
e. fail at something
f. lose a lot of money
g. sick and failing
h. die
i. accept the consequences
j. return a favor
k. protest strongly
l. endure in a difficult situation
m. in danger of being lost
n. in debt
o. extremely angry
p. go away!
q. become very angry
r. make foolish statements
s. dressed elegantly

III. Which idiom would you use?

1. The man asked the doctor if his wife was out of danger but the doctor told him his wife was not out of the woods yet.

2. They got tired of the project and decided to set it aside for a month or so. They put it on ice awhile.

3. If you borrow your brother's car without asking him, he'll probably raise a stink and protest very strongly.

4. John thought she had concealed his plan about the surprise birthday party but Susan knew he had something up his sleeve.

5. You sure woke up in a bad mood this morning. Did you get up on the wrong side of the bed?

6. Did you hear Harry got the ax? They dismissed him from his job with no warning at all.

7. When Mr. Smith's business went bankrupt, his family had to bite the bullet and endure a very difficult situation.

8. You'll be so excited when you hear this new group play! They'll Knock your socks off!

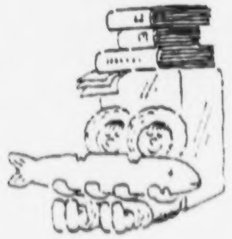
9. When my friend asked me to babysit her children I said sure if you'll scratch my back, I'll scratch yours. She said she'd be glad to return the favor.

10. Mary's very funny. She had us laughing so hard our sides hurt. We were in stitches.

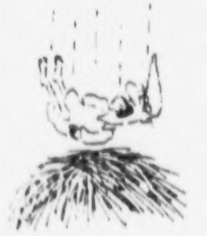
11. She's really bent over backwards to help us raise the money. I'm pleased that she's trying so hard.

12. The woman with six children and no job doesn't know whether she'll be able to cope with the situation or not. She's really at the end of her rope.

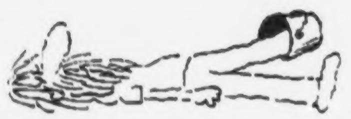
IV. Write the correct idiom for the following pictures.



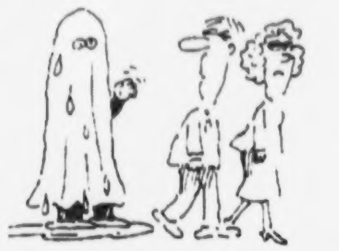
on ice



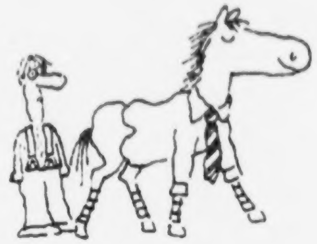
hit the hay



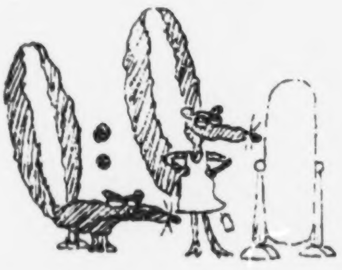
kick the bucket



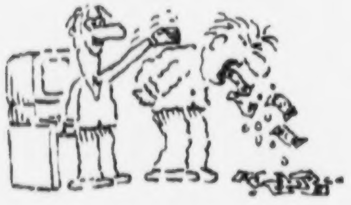
wet blanket



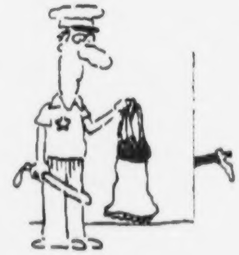
lose (your) shirt



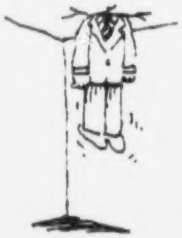
raise a stink



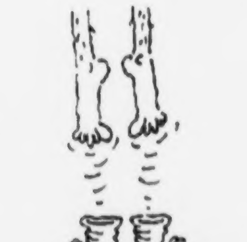
cough up



give (him) the slip

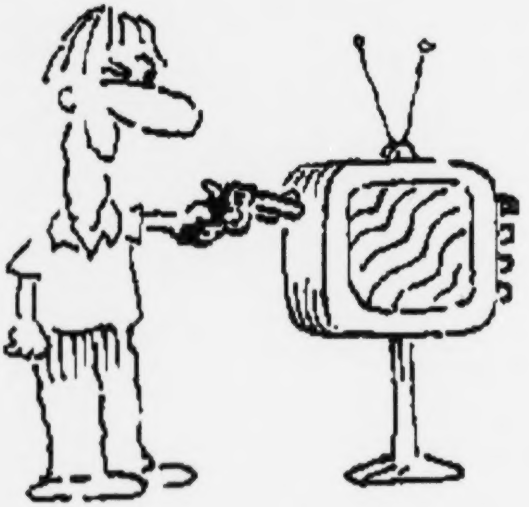


hit the ceiling



Knock your socks off

K&1



Give this test

Your Best Shot!

IDIOMS TEST 3

Score = 50 ______

I. Matching

m 1. for a song
d 2. toot (your) own horn
k 3. money talks
p 4. make a splash
f·h 5. stick to (his) guns
a 6. let sleeping dogs lie
b 7. have the world by the tail
o 8. get the ball rolling
c 9. shape up or ship out
e 10. sitting pretty
n 11. mind your P's and Q's
l 12. if the shoe fits, wear it
j 13. feel like a million dollars
h-f 14. hang on
g 15. different strokes for different folks
i 16. kick up (her) heels

a. don't bother trouble
b. be successful and happy
c. behave properly or leave
d. boast
e. in a fortunate position
f. persevere
g. everyone has different interests/tastes
h. maintain (his) position
i. celebrate
j. feel wonderful
k. money can influence people
l. admit the truth
m. for very little money
n. take care in speech and action
o. initiate action
p. be successful and attract attention

II. Matching

n 1. bury the hatchet
d 2. give it (your) best shot
l 3. bark is worse than (his) bite
j 4. paint the town red
g 5. make ends meet
a 6. eyes are bigger than (your) stomach
h 7. get away clean
k 8. get the jump on (him)
c 9. put your money where your mouth is
p 10. come alive
e 11. pull strings
o 12. the early bird catches the worm
f 13. spread (yourself) too thin
b 14. people who live in glass houses shouldn't throw stones
q 15. go to bat for someone
i 16. duck soup
m 17. all's well that ends well

a. take more food than you can eat
b. don't criticize when you're at fault too
c. follow through with a stated intention
d. try hard
e. exert influence
f. become involved in too many activities
g. pay (your) bills
h. escape punishment
i. easy, effortless
j. carouse and have a good time
k. get the advantage over him
l. not as bad-tempered as he appears
m. a successful outcome is worth the effort
n. make peace
o. arriving early gives (you) an advantage
p. brighten up and become active
q. help out and support someone

III. Which idiom would you use?

1. We really got a good deal on that used car.

We bought it ________________________________ .

2. She'd better ________________________________ on that project -

she'd better start it right now.

3. The boss told the new staff they'd better improve their work or they'd all be fired.

"________________________________!" he warned.

4. The brothers had had bitter feelings toward one another for years. Finally they decided

to make peace with each other and ________________________________.

5. It's your birthday! Let's celebrate! Let's kick up our heels!

Let's ________________________________!

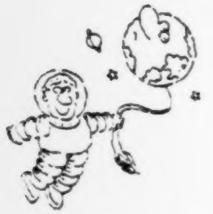
6. Taking a big test? Well, try your hardest and be sure to

________________________________.

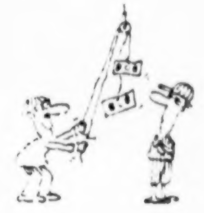
7. The mother was afraid that her teenage daughter was involved in so many activities

that she wasn't doing a good job of any of them and was ____________________.

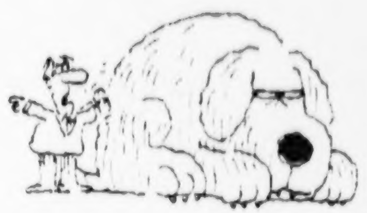
IV. Write the correct idiom for the following pictures.



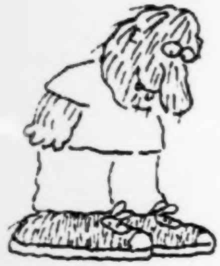
have the world by the tail



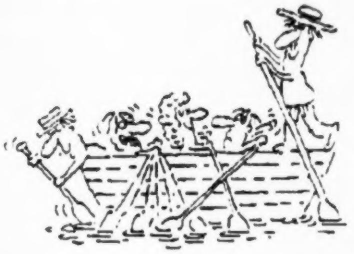
pull strings



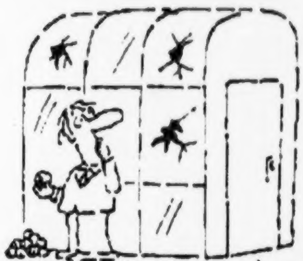
let sleeping dogs lie



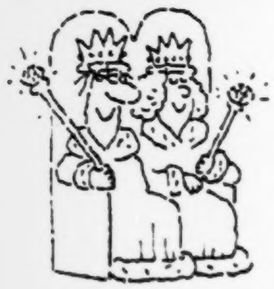
if the shoe fits, wear it



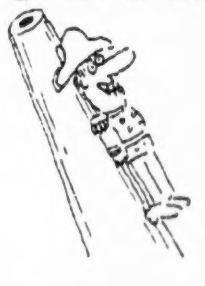
different strokes for
different folks



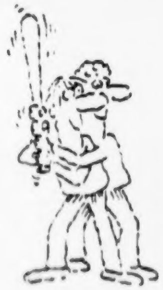
people who live in glass houses
shouldn't throw stones



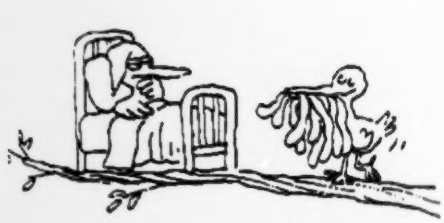
sitting pretty



stick to one's guns



go to bat for someone



the early bird catches the worm

Texts Used:

CNA

Getting Ready To Be A Nursing Assistant (Robert Ventre Associate)
Del Mar Publishers Inc. (1990)

Working As A Nursing Assistant (Robert Ventre Associate)
Del Mar Publishers Inc. (1990)

Reading In The Workplace/Health Care (Davis, Meng, Reese)
Educational Activities Inc. (1992)

Job Preparation (Ellen Coleman/Nancy Goodman)
Prentice-Hall, Inc. (1990)

Getting A Job And Filling Out Forms (Carolyn Starkey/Norgina Penn)
National Textbook Co. (1989)

Reading Attainment System (Crowell/Mosenfelder)
Educational Design, Inc. (1987) (selected health-related chapters)

Raising Your Reading Test Scores (Dr. Stuart Margulies)
Educational Design, Inc. (1992)

504 Absolutely Essential Words, 3rd Edition (Murray Bromberg)
Educational Series, Inc. (1988)

101 American English Idioms (Harry Collis)
NTC Publishing Group (1992)

MLA

Mathematics For Health Occupations (Kathi Dunlap)
Del Mar Publishers (1991)

Reading In The Workplace/Health Care (Davis, Meng, Reese)
Educational Activities Inc. (1992)

Mary's Story: A Curriculum For Teaching Medical Terminology (Priscilla Carman)
Penn State University (1992)

The Math Problem Solver (Myrna Manley)
Contemporary Books Inc. (1993)

Fundamental Mathematics For Health Careers (J. Hayden/H. Davis)
Del Mar Publishers (1990)

Worksheets, Tests, Etc. (some created by us)

CNA

Tests: *Getting Ready To Be A Nursing Assistant*
4 Tests

Working As A Nursing Assistant
4 Tests

OTAN
VESL/Workplace
Clearinghouse
(619) 265-3458: Medical Vocabulary Terms
Medical Glossary
VESL Vocabulary Exercises: Medical Terminology

Test on all vocabulary words

Record sheets for all students (folders)

Medical idioms on walls
    3 tests on these idioms

Games, puzzles, exercises (Cloze)/health related

Computer sheets/math, reading, language arts

Reading comprehension - related short stories, exercises, etc.

Tests on non-medical vocabulary words

Computer-generated health care study units

Instructor-generated health care study units

Computer Software

CNA

Reading In The Workplace/Health Care (3 Units) (Davis, Meng, Reese)
Educational Activities Inc. (1992)

Basic Literacy Skills Reading (Network)
TRO/PLATO Education Services

Basic Literacy Skills Language Arts (Network)
TRO/PLATO Education Services

Advanced Literacy Skills Reading (Network)
TRO/PLATO Education Services

MLA

Reading In The Workplace/Health Care (3 Units) (Davis, Meng, Reese)
Educational Activities Inc. (1992)

Basic Literacy Skills Mathematics (Network)
TRO/PLATO Education Services

Advanced Literacy Skills Mathematics (Network)
TRO/PLATO Education Services